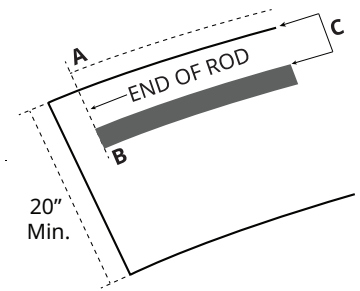
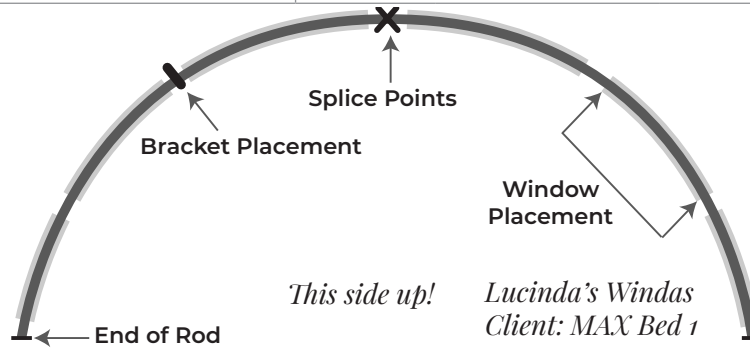


Fill out completely, then package with your **Template, Order Form, & Photos**, and email to **orders@helsersbrothers.com**

Company Name:	PO #:	Sidemark:	Date:
Ordered By:	Ship-To Name:		
Company Email:	Ship-To Street Address:	Address Type: <input type="checkbox"/> Resid. <input type="checkbox"/> Comm.	
Company Phone #:	City:	State:	Zip Code:
Fax #:	Ship to Phone #: (REQUIRED)	Shipping Method: <input type="checkbox"/> Pick Up <input type="checkbox"/> FedEx <input type="checkbox"/> Local	

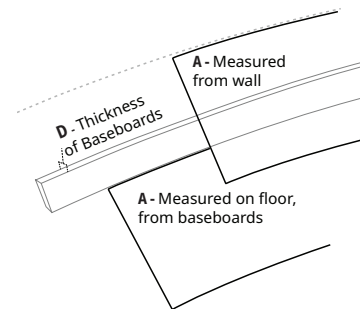
TEMPLATE CHECKLIST

- Rod Ends
- Bracket Placement
- Window Placement
- Splice Point(s)
- Client Name
- Sidemark
- "This Side Up"



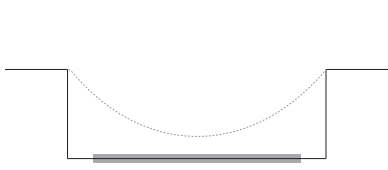
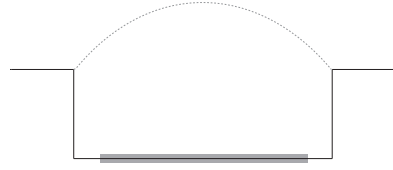

Sketch out a rough, birds-eye view of the rod and placement.

Include relevant marks (Splice points, ends, rings). Optionally, attach a photo of the area for reference.



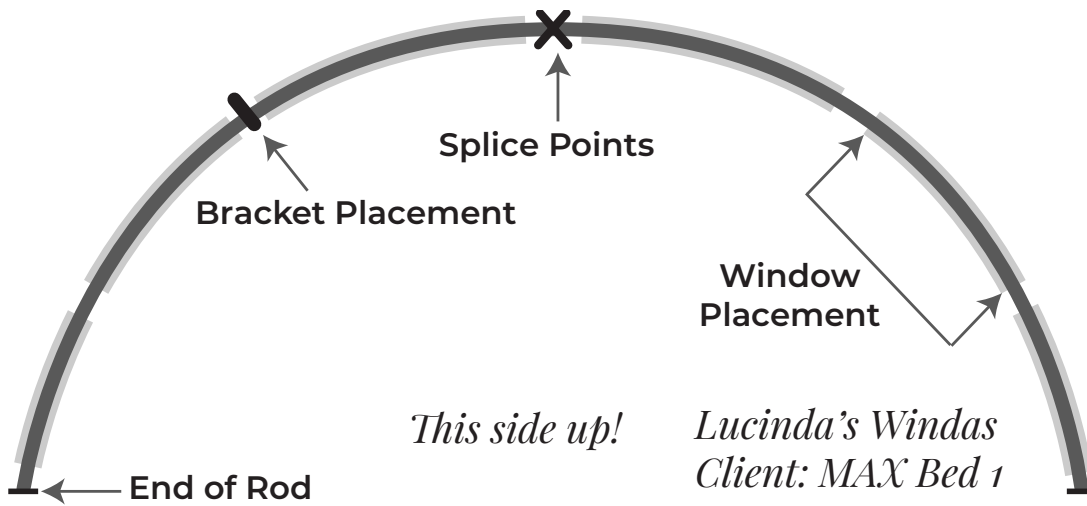
GRAPHIC KEY:

- A:** Measurement of the wall/area
- B:** Location of the Rod
- C:** Clearance - Distance between the wall (A) and back of rod (B)
- D:** Thickness of the Baseboards

Clearance:	Template Measured From Wall?: <input type="checkbox"/> Yes <input type="checkbox"/> No (see above right)	Baseboards/Moulding Present?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Baseboard/Moulding Depth (D):
Splice: <input type="checkbox"/> Center-Splice <input type="checkbox"/> Custom or Uneven Splice (Specify)	Splice Points Calculated By: <input type="checkbox"/> Client <input type="checkbox"/> CRA	Custom/Uneven Splice Points:	
Rod Type: (See left for types) <input type="checkbox"/> Custom (see Sketch) <input type="checkbox"/> Convex <input type="checkbox"/> Concave <input type="checkbox"/> Eyelash	Convex Rod (Curved towards window) 	Concave Rod (Bends into room) 	Eyelash/Arched Rod 
Fit Into Wall Space?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Width of Wall Space?:	Inches Mounted Above Window (Arched Rod):	Weld Rings (mark locations on Template): <input type="checkbox"/> Yes <input type="checkbox"/> No

Before sending to production, clearly mark the **Ends of Rods** and **Splice Point(s)** on the Template in a different colored marker.

CUSTOM ROD TEMPLATE INSTRUCTIONS



MATERIALS NEEDED:

- Heavy craft or packing paper at least 20" wide
- Packing Tape
- Masking Tape
- Black Marker
- Pencil
- Scissors
- General Order Form
- Custom Rod Order Form
- Shipping Tube

DO'S & DON'TS:

- Don't use the masking tape, painter's tape, or other removable tape to hold sections of a template together. It does not hold well and pieces can separate. Do use the packing tape or another strong tape.
- Do roll templates and put them in a labeled tube for shipping. Tape the ends of the tube.
- Do draw a birds-eye view or take a digital photo and communicate everything to us.
- Do ask these questions when filling out the Custom Rod Order Form:
 - **Is there a baseboard at the spot you are making your template? If so, how thick is it?**
The rod will actually hang on the wall behind the baseboard so the depth of the wood does make a difference in your clearance and return dimensions.
 - **What return allowance do you want for your treatment?**
As the diagram on the Custom Rod order form illustrates, the finished length of your rod will differ slightly from the wall measurement. This is because of the deduction that must be taken to allow for the clearance.

1. **Cut strips of paper (minimum 20" deep)** and use packing tape to **tape the pieces securely together** into a piece large enough to **cover (or fill) the area**.
2. **Lay paper into the bowed area** and use masking tape to **hold the paper** in place along the **straight edge of the bow**. Starting in the center, **smooth and crease the paper along the base of the wall**.
3. Use the pencil to **define the crease** so you can **cut the curve out** along the line.
4. **Cut the template out** and let it fall back into the bowed area to **check the accuracy** of the template. **Make any corrections**.
5. Using a marker, **write the following information** on your template: **your company name, purchase order, and the sidemark of your order** as well as **'This Side Up'**. If multiple rooms are being ordered, **specify the room on each template**.
6. Fill out the **Custom Rod Order Form** to send in with your **order and template**. Make sure to fill all the fields possible.
7. You **MUST** mark on the template where the **ends of the rod** are to be. If you want rings welded to your rod, you **MUST** mark the **location of each ring**. Failure to do so will result in the template being returned for revision.

NOTE: Please make sure your template is completely labeled. We will charge **\$25.00 per hour (minimum)** for additional work needed to prepare the template for production. You will also be required to sign a waiver relieving Helser Brothers of any liability for inaccuracies