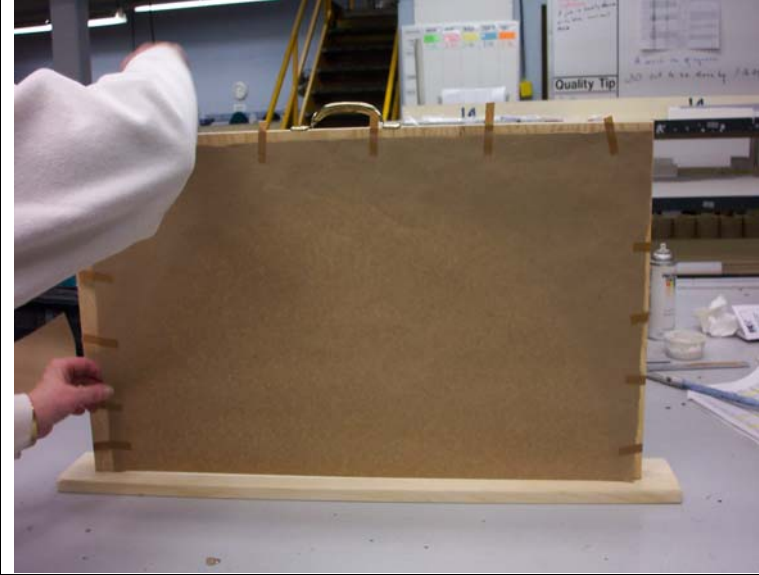


SPECIALTY – HOW TO MAKE A TEMPLATE



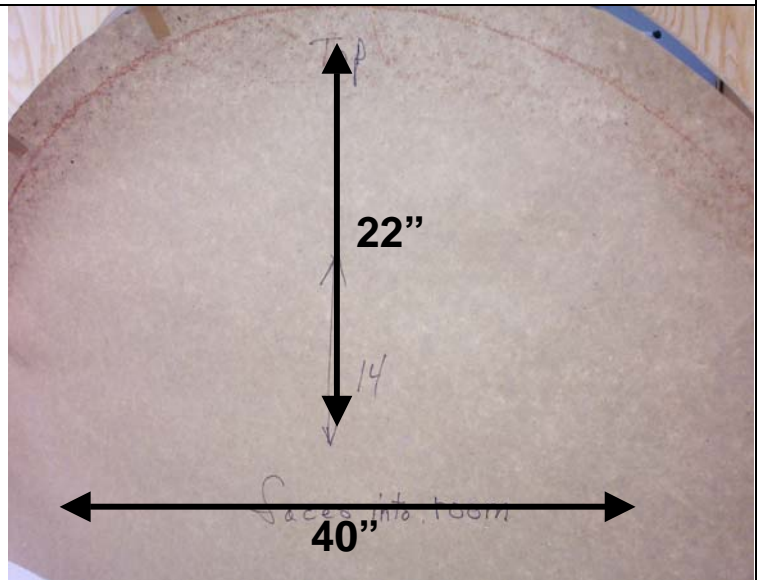
1. Tape butcher paper or heavy brown wrapping paper over the window opening allowing plenty of overlap.



2. Being careful not to press against the template paper while tracing, draw an exact outline of the window opening. Pressing on the template paper may distort the paper and cause the wrong size to be made.

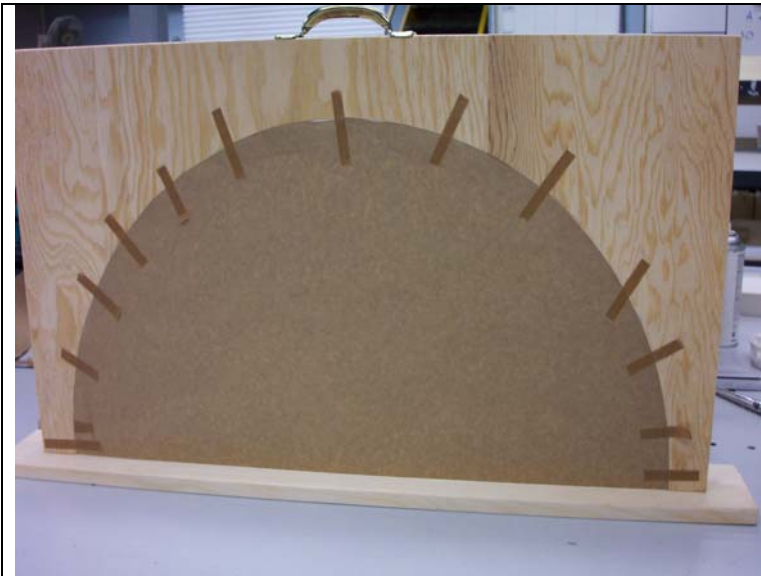


3. Remove the paper from the window opening. If the shade is an outside mount, add the desired amount of overlap to the window outline and draw a second outline around it to match the shape of the finished shade. Be sure to erase the inside line.



4. Mark the dimensions on the template. Check that the template dimensions match your measurements of the actual window opening.

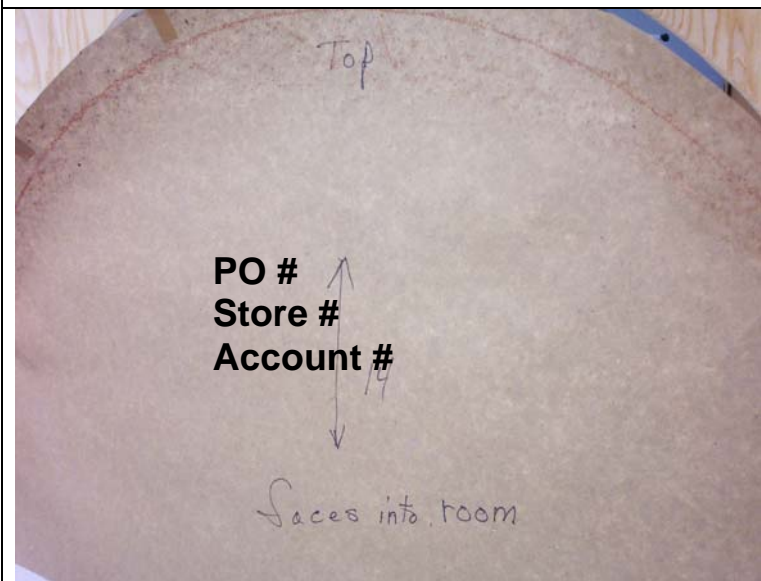
SPECIALTY – HOW TO MAKE A TEMPLATE



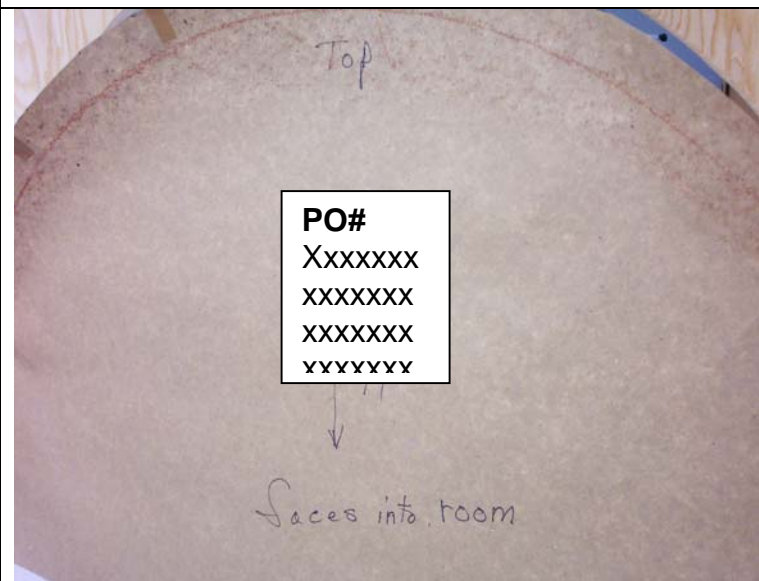
5. Cut the shape from the paper. Be sure to check the height of the template against the height of the window opening.



6. Mark the room side and top on the template



7. Write the purchase order number, customer's name, your store name and account number on the template.



8. Attach a copy of your purchase order to the template.

SPECIALTY – HOW TO MAKE A TEMPLATE



Mail to:

**SPRINGS WINDOW FASHIONS LLC
33 WEST THIRD STREET, SUITE 400
WILLIAMSPORT, PA 17701**

ATTN: SPECIALTY DEPT

9. Roll up template and place in a mailing tube.

ACCEPTABLE MATERIALS FOR MAKING TEMPLATES:

Kraft Paper
Butcher Paper
Construction Paper
(Not acceptable for Nanik products)
Wrapping Paper
(Not acceptable for Nanik products)

WE CANNOT ACCEPT TEMPLATES MADE FROM THE FOLLOWING MATERIALS:

Newspaper
Plastic
Fabric
Tissue Paper
Roofing paper