

# Window Treatments: Measuring Guide Worksheet

Following the proportions of your windows helps ensure your treatments won't look too small or too heavy. When measuring your window, make sure to use a rigid measuring device; never use a cloth measuring tape. Fill out the guide below and contact your account manager to order today.

## 1) Get started

How many treatments are currently on this window?

- No treatment or 1 inside mount treatment (3" return) – most commonly, blinds inside the window frame
- 1 outside mount treatment (6" return)
- 2 outside mount treatments (9" return)

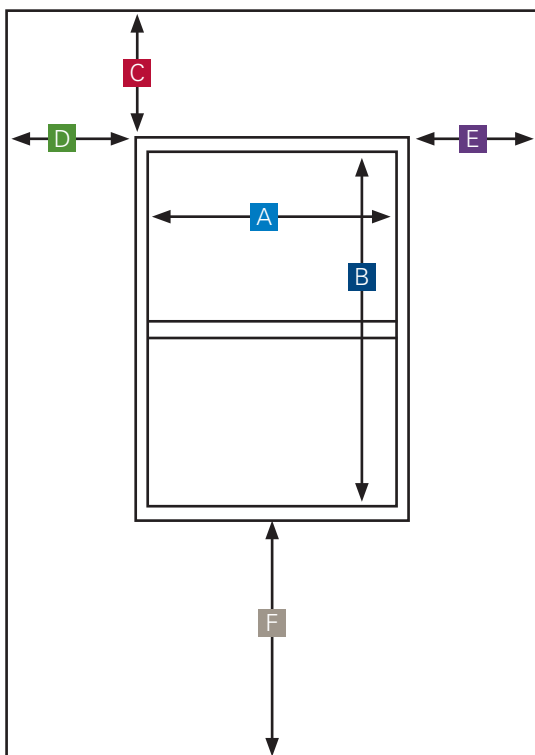
*Note: Return is the distance the window treatment mount will protrude from the wall.*

For drapery only: should the drapery end at the floor or the bottom of the window sill?

- Floor
- Bottom of window sill
- N/A (cornice boards & valances)

## 2. Measure up

- a. Inside width **A**: \_\_\_\_\_"
- b. Inside height **B**: \_\_\_\_\_"
- c. Top of window frame to ceiling **C**: \_\_\_\_\_"
- d. Left frame to obstruction **D**: \_\_\_\_\_"
- e. Right frame to obstruction **E**: \_\_\_\_\_"
- f. Bottom frame to obstruction **F**: \_\_\_\_\_"



## 3. Calculate

- g. Valance width in inches: **A** + 14 = \_\_\_\_\_"
- h. Valance total width in feet: valance width [**g.**] ÷ 12 = \_\_\_\_\_'
- i. Drapery (window-sill length) finished height (49" - 60"): **B** + 8 = \_\_\_\_\_"
- j. Drapery (floor length) finished height (49" - 60"): **B** + **F** + 8 = \_\_\_\_\_"
- k. Drapery finished width (36" - 108"): **A** + 20 = \_\_\_\_\_"

## 4. Select finishing details (drapery only):

- |  |  |
|--|--|
| Drapery rod:<br><input type="checkbox"/> One-way, left<br><input type="checkbox"/> One-way, right<br><input type="checkbox"/> Two-way, split | Drapery operation:<br><input type="checkbox"/> Cord<br><input type="checkbox"/> Hand<br><input type="checkbox"/> Baton |
|--|--|

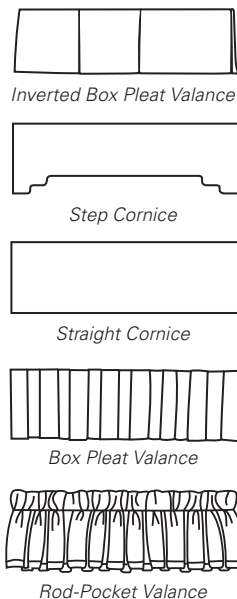
## 5. Place your order!

Your account manager can help with any additional questions you have and ensure you order the ideal window treatments for your community.

**Call 1-800-634-7328 to order today!**

*Note: To ensure the window treatments have the same dye lots, please note if more than one product is being ordered for the same room or window.*

### Cornice Boards & Valances



### Drapery

