



WoodCraft Shutter Section

Effective July 1st, 2009



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Terms & Conditions for WoodCraft Shutters

Sale/Purchase Agreement:

- All purchase orders must be signed and must be accompanied with a **50% deposit** of the total amount in order to start processing. **Phone orders will not be accepted for shutters.** *To expedite the order process, orders may be faxed & money can be wired or deposited directly in Wells Fargo Bank, Routing Number 121000248, Account Number 0290134642. A copy of the deposit ticket must be faxed to Mariak Industries, Inc.* The estimated or promised date of delivery will not commence until the deposit has been received (check received and cashed or wire transfer completed). Regardless of the order date written on a purchase order, the balance owed must be paid at the time of delivery or prior to delivery. Verbal agreements of any kind, whenever made, are neither valid or enforceable.
- **Buyer's Cancellation:**
Due to the custom nature of our products, changes or cancellations *will not be accepted* under any circumstances. If the buyer refuses delivery of ordered goods, the buyer agrees to immediately assume and pay for all of the seller's expenses which result from the said refusal.
- **Shipping:**
The shipping terms of our goods are F.O.B. Rancho Dominguez, California, U.S.A. All products which are delivered through Mariak's normal delivery schedule must meet the minimum order amount per shipment or a freight charge will apply. Shipments sent by common carrier will incur a packaging charge of \$30.00 per order. It is agreed that the buyer will designate the carrier to be used and will become the buyer agent who is authorized to accept possession, title, and all risk of loss of and damage to the goods. The buyer waives all claims and accepts shipment as complete, correct, and in good condition. *Any claims for loss or damage to the goods in transit by a common carrier must be made directly to the common carrier and not to the seller.*
- **Payment:**
Payment will be in U.S. dollars only. There will not be discounts allowed by the seller on any invoice, unless a credit is issued by the seller. All quoted prices are exclusive of all taxes, duties, fees, or charges imposed by any government authority, these being entirely the responsibility of the buyer.
- **Delivery:**
Delivery dates are only approximations or estimates to the best of the seller's ability. Actual delivery dates are dependent upon various production and market factors, and circumstances beyond the control of the seller including but not limited to: fire, theft, accident, war, civil disturbances, order, act, authority judicial action, industrial disturbance, shortage of labor, fuel, power, facilities or raw material, act of or omission by the buyer, failure or delay in transportation, act of God, breakage in machinery, or any other cause beyond the control of the seller, such as federal, state, or government actions. The seller will take an extension in the delivery time to fill orders due to any of these circumstances. The buyer agrees to notify the seller in writing of any shortages or defects of the shipped goods within ten (10) days of the receipt of each shipment. If the buyer fails to notify the seller of any such problems, the buyer waives all claims and accepts shipment as complete and correct.
- **Disclaimers:**
The seller makes no representations or warranties, express, implied, or statutory, including but not limited to, any implied warranties or merchantability or fitness for any particular use or purpose to the buyer with regard to the goods sold or the service provided under this agreement. The seller will provide to the buyer the seller's standard limited warranty. No employee or agent of the seller is authorized to change in any way, any provision of this paragraph or to make any guarantee or warranty which is contrary to this. The seller's liability to the buyer for any legal claim, whether in contract, tort, or otherwise, arising from, connected with, or resulting from the manufacture, assembly, sale, delivery, resale, repair, replacement, or use of the goods sold by the seller shall in no event exceed the purchase price of the goods. Under no circumstances shall the seller be liable for incidental, consequential, special, punitive, contingent, profit losses or damages due to breach of warranty, breach of contract, or otherwise.
Under no circumstances will the seller be liable for the cost of removal or reinstallation of shutters and incidental or consequential damages.
- **Repairs and Returns:**
Returns and repairs will only be accepted if prior authorization and a return number has been given by the seller. The return of materials will not become a credit in any way and will not allow the buyer to make a deduction from an invoice, unless the seller has issued a credit to the buyer. Repairs are subject to a charge. Any damage caused by improper packaging by the buyer will be the sole responsibility of the buyer. Please be sure to properly package all goods sent to the seller for repair and to clearly mark each box with an R.G.A. number.
- **Governing Law, Jurisdiction, Forum:**
All agreements, and the obligations and rights of all parties, shall be governed & construed according to the laws of California. The seller and the buyer agree that any legal action by any or all parties to all agreements shall be brought in either the central California District Court in and for Los Angeles or the 9th Circuit Court in and for Los Angeles County, California.

X _____
Authorized Name & Signature Acknowledges Acceptance of these Terms & Conditions

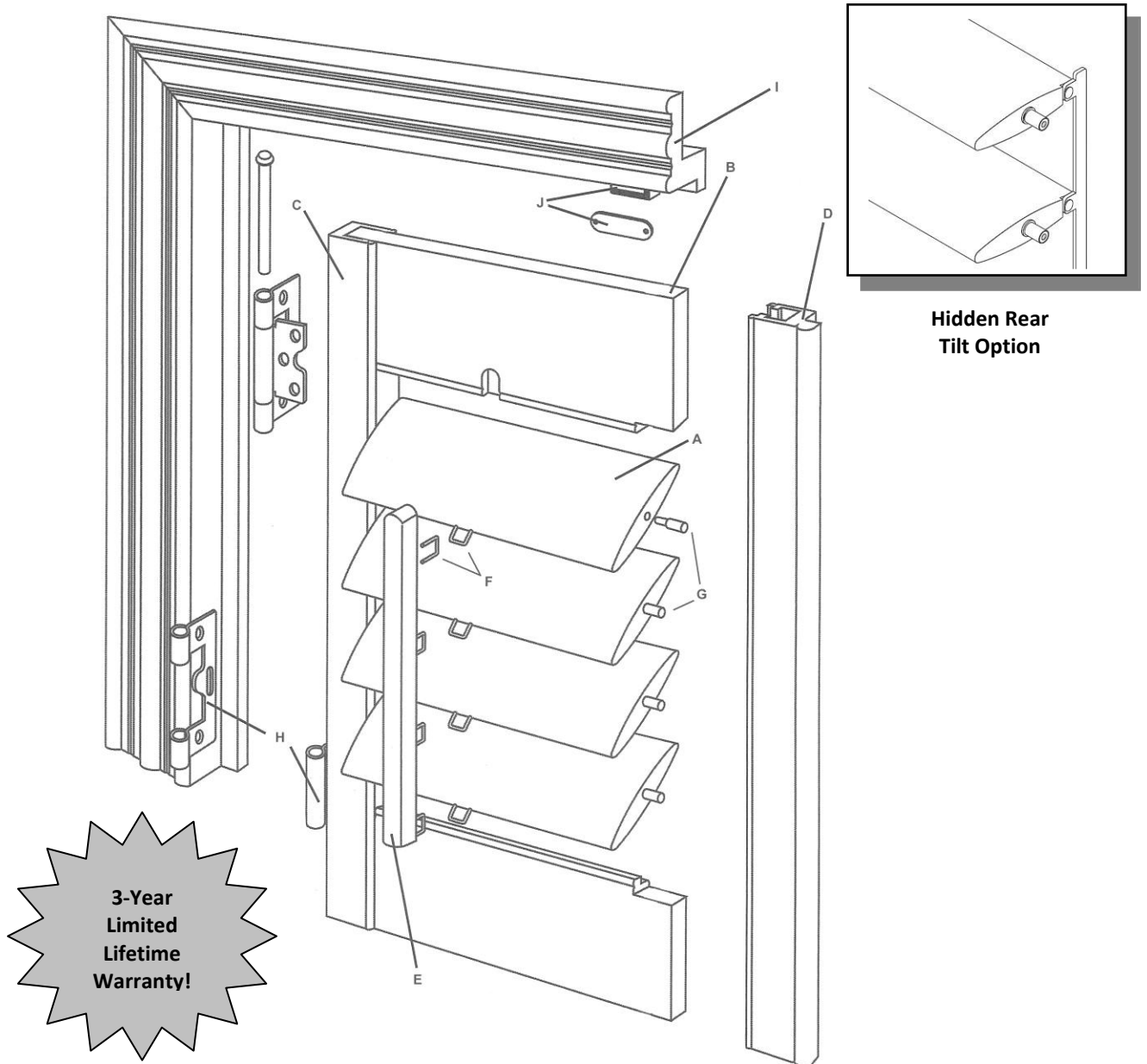
Company Name

Date

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WoodCraft Shutter Exploded Diagram



Parts:

- | | |
|---------------------------------|------------------------------------|
| A) Louver (2 ½", 3 ½", or 4 ½") | F) Staples (Barbed & Epoxy Coated) |
| B) Rail (Top / Bottom) | G) Louver Pins |
| C) Regular Stile | H) Hinges (Non-Mortise Style) |
| D) Rabbeted Stile | I) Frame (Large Z Frame Shown) |
| E) Tilt Rod | J) Magnet (Box Style Shown) |

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Introducing the WoodCraft Shutter *Redefining Elegant Wood Craftsmanship*

WoodCraft Shutter Composition:

The WoodCraft shutter is milled from the finest hardwood available.

WoodCraft Shutter Properties:

Construction	100% Natural Hardwood
Colors	6-Painted Colors & 13-Stained Colors (Sandblasted Options Available)
Louver Sizes	2 ½", 3 ½", & 4 ½"
Louver Shape	Elliptical
Hinges	Powder Coated White, Power Coated Bisque, Antique Brass, Brass Plated, & Stainless Steel
Shutter Types	Standard Folding, Bi-Pass Slider, Bi-Fold Slider, Double Hung, T-Post, Café Style, French Door, Arch Top, Arch Specialties, and other Specialty Shapes
Frames	L Frame, Bullnose L Frame, 2" Deco Frame, 3" Deco Frame, 2" Z Frame, 2" Bullnose Z Frame, 3" Z Frame, Hanging Strip, & Extended Frame
Frame Assembly	Pre-mitered with Hoffman Keys
Panel	Pre-Installed Hinges Pre-Installed Magnets Tension Louver Screw Stainless Steel Staples Regular & Rabbeted Stiles Front, Offset, or Hidden Tilt Rod
Warranty	3-Year Limited Lifetime Warranty

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WoodCraft Shutter Types

Standard Folding Shutters:

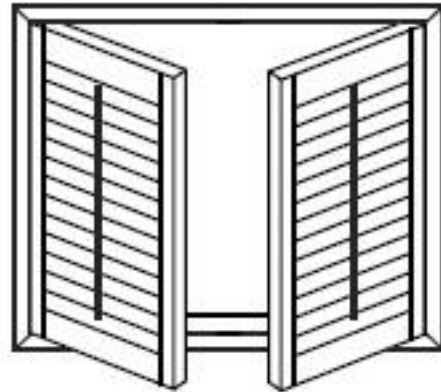
A standard folding shutter consists of one or more panels hinged on a frame. This type of shutter can be single panels or bi-fold panels hinged to each other. This is the most common type of shutter available.

Single Panel – 1 panel can be mounted to either side.

	Maximum Shutter Width	Minimum Shutter Width
1 Panel	36" + Frame	12" + Frame
2 Panels	72" + Frame	16" + Frame

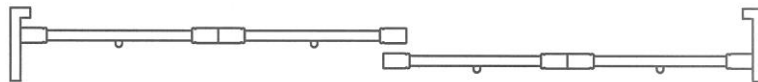
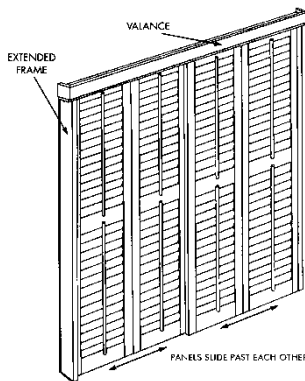
Bi-Fold Panel – Up to 2 panels can be attached to each side.

	Maximum Shutter Width	Minimum Shutter Width
2 Panels	72" + Frame	24" + Frame



Bi-Pass Sliding Shutters:

A bi-pass sliding shutter is ideal for sliding glass doors or windows enough for the panels to swing outward. The panels slide on a track system similar to closet mirror doors. Bi-pass sliding shutters over 144" in width will have the top extended frame and the valance spliced together.



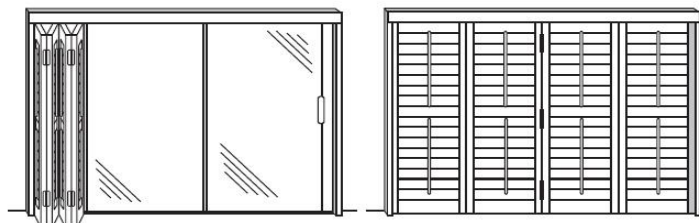
	Maximum Shutter Width	Minimum Shutter Width
2 Panels	52" + Frame	24" + Frame
4 Panels	120" + Frame	48" + Frame

Double (open) bi-pass shutters are available for an additional charge.

Bi-Fold Sliding Shutters:

A bi-fold shutter is used for sliding glass doors as well. The panels next to the extended or side frames are mounted on pivots while additional panels are hinged and guided by carriers running in an overhead track. The track gives additional support for shutters with large panels. Bi-fold sliding shutters over 144" in width will have the top extended frame spliced together.

	Maximum Shutter Width	Minimum Shutter Width
2 Panels	52" + Frame	24" + Frame
4 Panels	120" + Frame	48" + Frame



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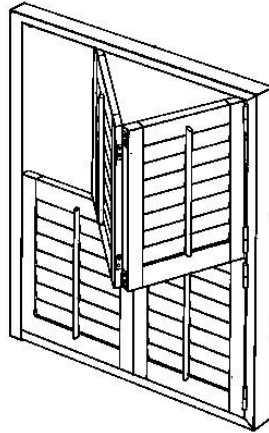
WoodCraft Shutter Types

Double Hung Shutters:

A double hung shutter includes two sets of panels hinged one on top of the other that open independently from each other. Double hung shutters must be designed such that the width of the panel is less than the height of the panel.

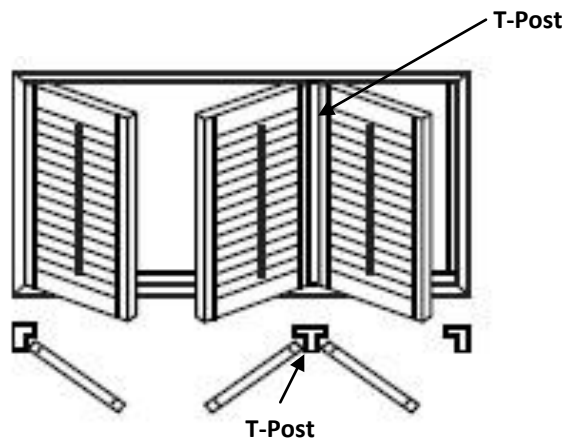
	Maximum Shutter Width	Minimum Shutter Width
1 Panel	36" + Frame	12" + Frame
2 Panels	72" + Frame	24" + Frame

Note: A Transom T Post is recommended for 2 panel double hung shutters as they tend to sag as a result of the excessive weight.



T-Post Shutters:

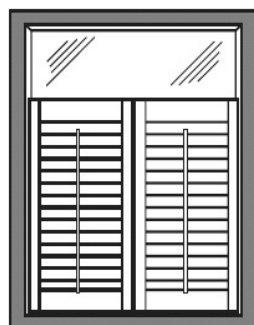
A T post shutter is one where a T Post Frame is added for additional vertical support within a frame system. Shutter panels are hinged to either side of a T Post Frame. A T Post Frame is required for any opening wider than 104".



Café Style Shutters:

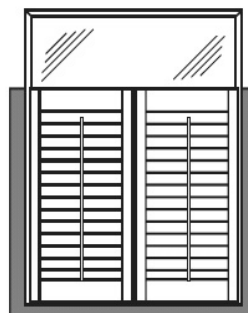
A café style shutter is one where the shutter panels only cover the partial height of the window opening. The remainder of window remains uncovered. Café style shutters are available with either a 4-sided frame or a 3-sided frame.

4-Sided Frame



Note: 40% Surcharge

3-Sided Frame



No Surcharge

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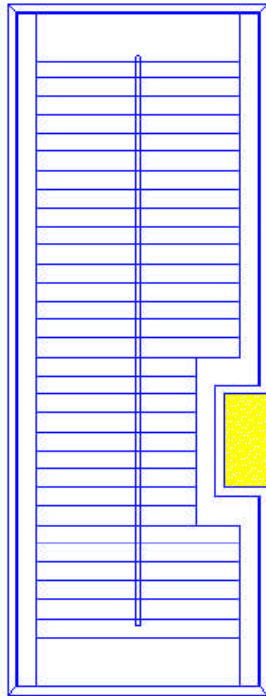
WoodCraft Shutter Types

French Door Shutters:

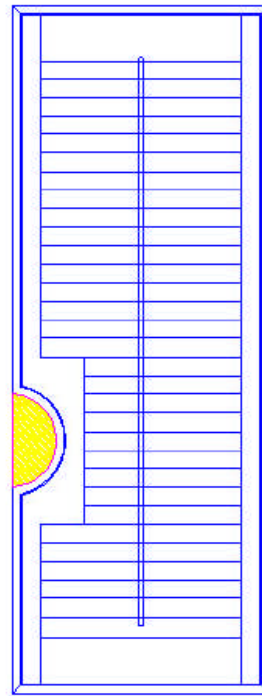
A French door shutter has an optional handle cutout which is available for an additional charge.

	Maximum Shutter Width	Minimum Shutter Width
1 Panel	36" + Frame	12" + Frame

French Door Shutter with Rectangular Cut-Out



French Door Shutter with Circular Cut-Out



- French door shutters with Rectangular cut-outs have a cut-out that measures 9 ½" tall x 5" deep
- French door shutter with Circular cut-outs have a cut-out that measures either:
 - 9 ½" tall x 5" deep (typically used for locks with a door handle)
 - 5 ½" tall x 3" deep (typically used for locks with a door knob)

French Door Shutter Notes:

- Default Frame : 2" Bullnose L
- **Build-Outs: (If a build-out is required, a surcharge 10% will apply).**
 - If 2 ½" louvers are selected for a French door, no build-out is required.
 - If 3 ½" louvers are selected for a French door, a 1" build-out is required.
 - If 4 ½" louvers are selected for a French door, a 1 ½" build-out is required.

Surcharge:

- There is a \$125.00 surcharge per shutter for handle cut-outs.
- If 3 ½" or 4 ½" louvers are selected, an additional 10% surcharge for a required build-out will apply.

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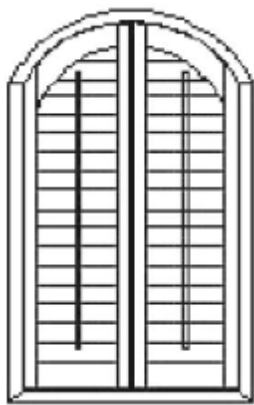
WoodCraft Shutter Types

Full Louvered Arch Top, Sunburst, or Angled Shutters:

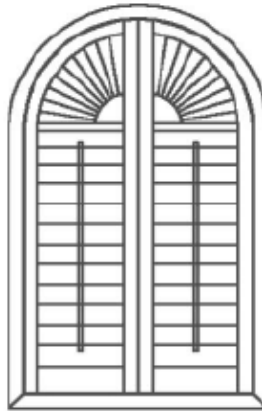
A full louvered arch top, sunburst, or angled shutter is a specialty shutter designed to cover a rectangular window with an arched or angled top.

	Maximum Shutter Width	Minimum Shutter Width
1 Panel	36" + Frame	12" + Frame
2 Panels	72" + Frame	24" + Frame

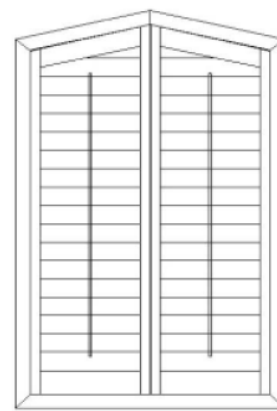
Arch Top Shutters have a maximum height of 108".



Full Louvered Arch Top Shutter

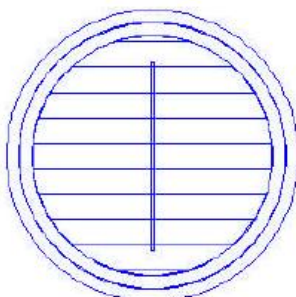


Sunburst Arch Top Shutter

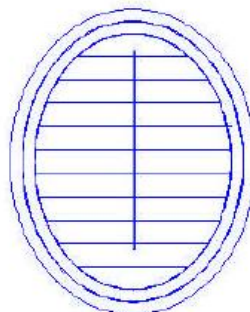


Angled Top Shutter

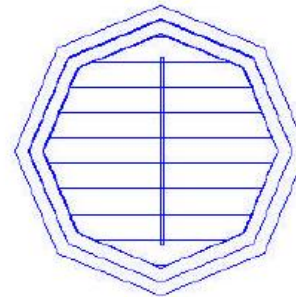
Arch Specialty Shapes (Movable Louvers):



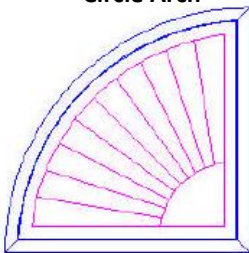
Circle Arch



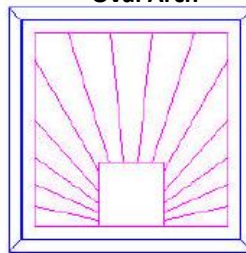
Oval Arch



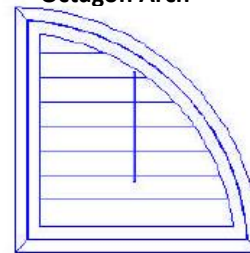
Octagon Arch



Quarter Round Fan



Rectangular Fan



Quarter Round Arch

Arch Specialty Shape Shutter Notes:

- Maximum Size : 72" x 72"
- Frame Options: 2" Deco Frame or 2" Bullnose L Frame

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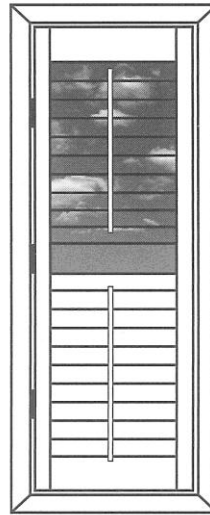
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WoodCraft Shutter Types

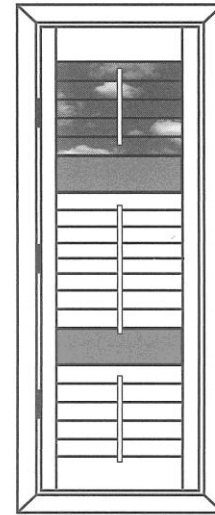
Divider Rails:

Divider rails split a shutter panel into different groupings of louvers. This feature offers additional flexibility of light control and privacy because it allows you to open the top section of louvers independently of the bottom louver section. Divider rails are optional for panels up to 84" in height, but required for panels taller than 84".

Shutter Panel Height		Total Divider Rails
Minimum	Maximum	
20"	84"	-
84 1/8"	120"	1
120 1/8"	132"	2



1 Divider Rail



2 Divider Rails

Location of Divider Rails:

It is important to note when 1 divider rail is required, as a factory standard, the divider rail will be placed at the center of the shutter panel. When 2 divider rails are required, as a factory standard the divider rails will be placed such that the panel is divided into thirds. You may also specify a custom location of a divider rail. When the shutter panel is built, the location of the divider rail may vary slightly.

Custom locations of divider rails may vary as follows:

- 2 ½" louvers = ±1"
- 3 ½" louvers = ±1 ½"
- 4 ½" louvers = ±2"

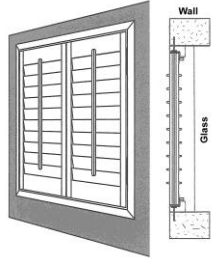
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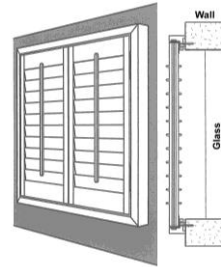
WoodCraft Shutter Mounting Options

Installations Options:

Inside Mount Installation



Outside Mount Installation

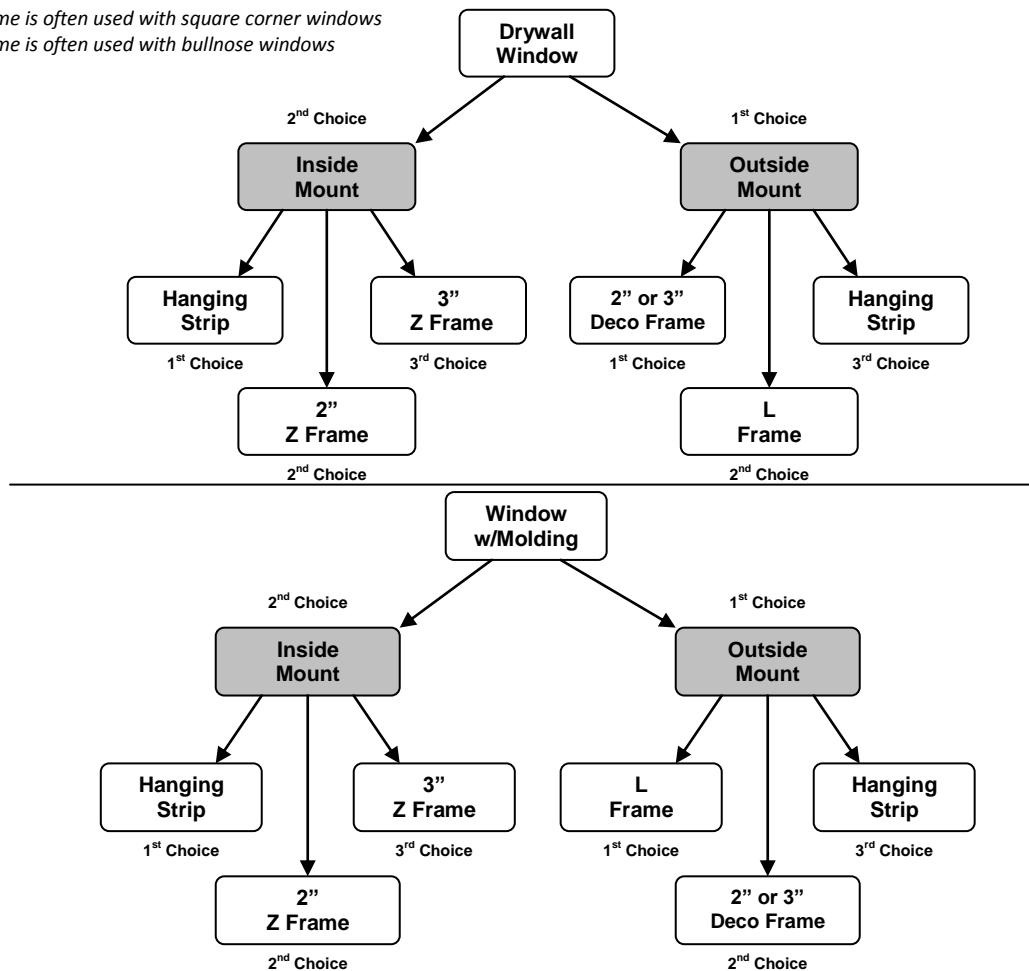


Inside mount installations are generally used when shutters cannot be installed on the exterior of the window frame or if you wish to keep the existing window molding intact. For inside mount applications, squareness of the window is absolutely critical. If the measurement of the window from the upper left corner to the lower right corner differs from the measurement of the upper right corner to the lower left corner by more than 1/2", the shutter should be installed as an outside mount.

Outside mount installations offer the easiest mounting solution. This type of installation is generally used for windows that are not perfectly square. The shutter is mounted on the wall around the window opening. If a molding is present, either remove the molding or install the shutter on top of the molding.

The Big Decision...Inside or Outside Mount Installation?

- 2" Z Frame is often used with square corner windows
- 3" Z Frame is often used with bullnose windows

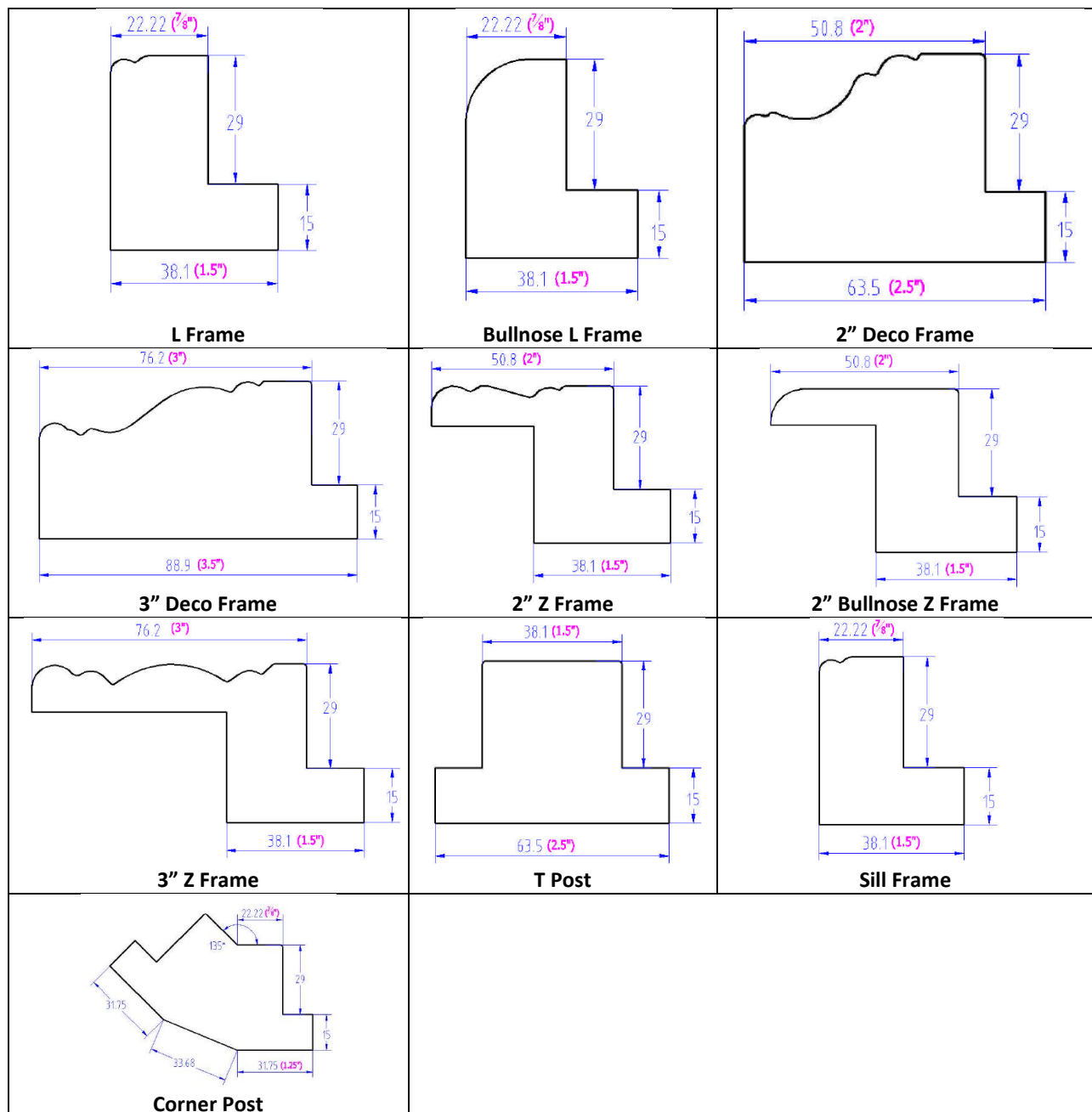


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WoodCraft Shutter Frame Design Options

Frame Design Choices	
Installation Situation	Frame Options
Outside Mount	L, Bullnose L, 2" Deco, 3" Deco, or Hanging Strip
Inside Mount	Hanging Strip, 2" Z, 2" Bullnose Z, 3" Z Frame, or L
Sliding Glass Doors	Extended Frame for By-Pass or Bi-Fold
French Doors	Bullnose L Frame
T – Post Situations	All Frames
Molding around window opening or situations where protrusions such as handles and cranks are present.	Frame Spacer (Hanging Strip installed behind another frame selection)



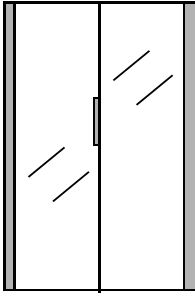
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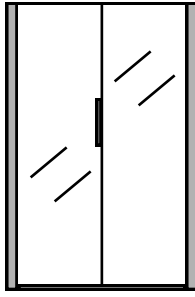
Selecting the Number of Frame Sides

WoodCraft shutters may have frames on all 4 sides, on 3 sides, or on 2 sides. In special circumstances, you may need to install a shutter panel directly to the window opening; in this case, you may order a shutter without any frames.

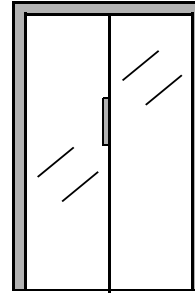
2-Sided Frame



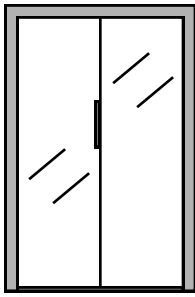
2-Sided Frame with Sill Frame



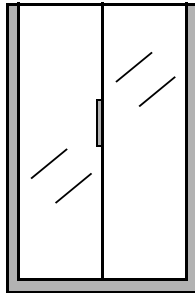
3-Sided Frame



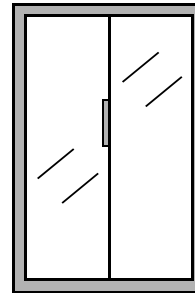
3-Sided Frame with Sill Frame



3-Sided Inverted Frame



4-Sided Frame



Shutter Louver Size Options

Front View of Louver Sizes and Outward Visibility



2 1/2" Louvers 3 1/2" Louvers 4 1/2" Louvers



Elliptical Shutter Louver Profile

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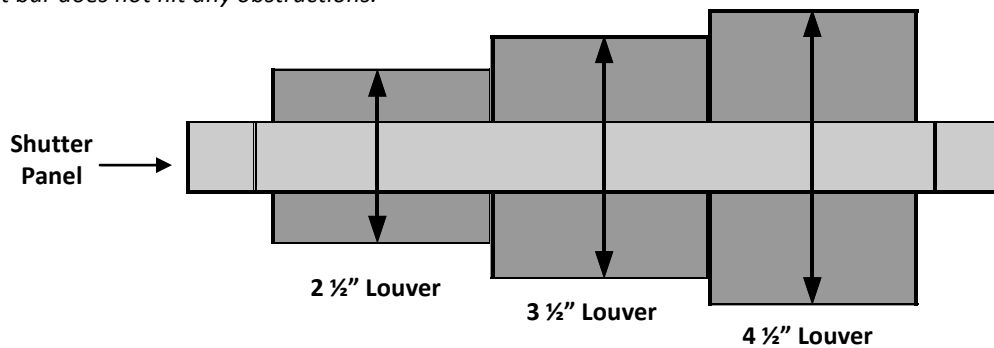
Shutter Louver Size Options

Louver Clearances:

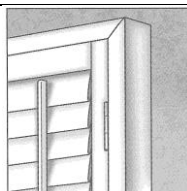
After selecting the mount and frame type, it is critical to always check for obstructions and protrusions that may interfere with the louver operation. Check the projection of the louver behind the mounting frame to make sure that when the louver is tilted to the open position it does not hit the window glass, handle, crank, etc.. Usually windows are recessed into the opening, so a small projection on an outside mount or inside mount installation does not create a problem.

To ensure that the louver can rotate freely, it is recommended to have an additional 1/4" clearance from the back edge of the louver regardless of the frame type selected.

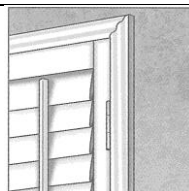
When the ClearView option is selected, add an additional 3/8" to all clearance dimensions to ensure that the rear tilt bar does not hit any obstructions.



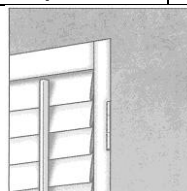
Frame Types	Mount Options	Louver Clearances from Back of Frame		
		2 1/2" Louver	3 1/2" Louver	4 1/2" Louver
L & Bullnose Frames	OB	0"	1/2"	1"
2" & 3" Deco Frames	OB	0"	1/2"	1"
2" Z & Bullnose Z Frames	IB	1 3/8"	1 7/8"	2 1/4"
3" Z Frame	IB	1 3/8"	1 7/8"	2 1/4"
Hanging Strip	IB (Side Mount)	2"	2 3/8"	2 7/8"
Hanging Strip	IB (Rear Mount)	2 1/4"	2 3/8"	2 7/8"
Hanging Strip	OB (Side Mount)	3/4"	1 1/8"	1 5/8"
Hanging Strip	OB (Rear Mount)	0"	0"	1/2"
No Frame – Direct Mount	IB	2"	2 3/8"	2 7/8"
No Frame – Direct Mount	OB	7/8"	1 1/4"	1 3/4"



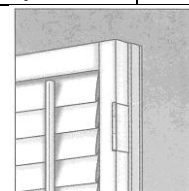
Outside Mount Installation
(L Frame Shown)



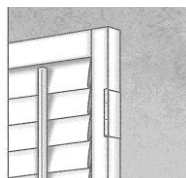
Inside Mount Installation
(Z Frame Shown)



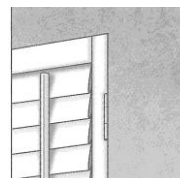
Inside Mount Installation
(Hanging Strip Shown)



Outside Mount Installation
(Hanging Strip Shown)



Outside Direct Mount Installation
(No Frame)



Inside Direct Mount Installation
(No Frame)

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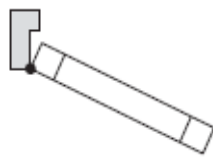
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Designing The Shutter - Panel Configurations Standard Folding Shutters

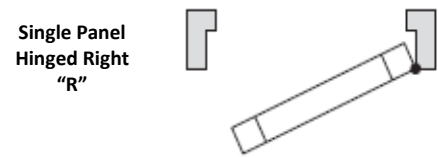
When designing and ordering a shutter, it is critical to determine the number of panels that will make up the shutter and how the panels will be hinged to the shutter frame.

- **Panel Hinged Left "L"**: If the panel is to be hinged on the left side, this is noted with a designation of "L".
- **Panel Hinged Right "R"**: If the panel is to be hinged on the right side, this is noted with a designation of "R".
- **T-Post "T"**: If the shutter requires a T-post, this is noted with a designation of "T".

Single Panel Shutters:



Single Panel
Hinged Left
"L"



Single Panel
Hinged Right
"R"

Two Panel Shutters Individually Hinged:



Two Panels
1 Hinged Left & 1 Hinged Right
"LR"

Two Panel Bi-Fold Shutters:



Bi-Fold Panel
Hinged Left
"LL"

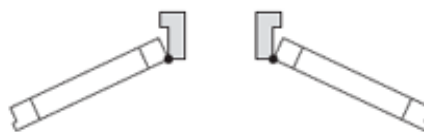
Bi-Fold Panel
Hinged Right
"RR"



Three Panel Bi-Fold Shutters:

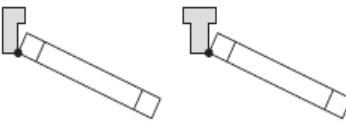


2 Bi-Fold Panels Hinged Left
& 1 Panel Hinged Right
"LLR"

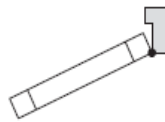


2 Bi-Fold Panels Hinged Right
& 1 Panel Hinged Left
"LRR"

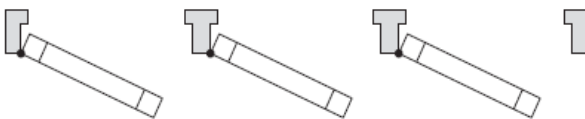
Three Panel Shutters Individually Hinged:



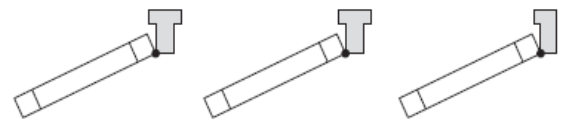
3 Single Panels Individually Hinged
With 2 T Posts
"LTLTR"



3 Single Panels Individually Hinged
With 2 T Posts
"LTRTR"



3 Single Panels Individually Hinged
With 2 T Posts
"LTLTL"



3 Single Panels Individually Hinged
With 2 T Posts
"RTRTR"

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Designing The Shutter - Panel Configurations Standard Folding Shutters

Four Panel Bi-Fold Shutters:

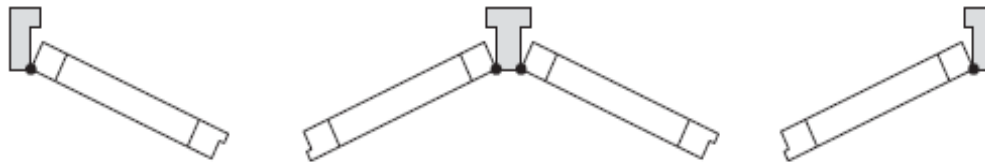


4 Panel Bi-Fold
2 Bi-Fold Panels Hinged Left & 2 Bi-Fold Panels Hinged Right
"LLRR"

Four Panel Shutters Individually Hinged:



4 Single Panels Individually Hinged
With 2 T Posts
"LTLRTR"



4 Single Panels Individually Hinged
With 1 T Post
"LRTLRL"

Six Panel Bi-Fold Shutters:



6 Panel Bi-Fold
2 Bi-Fold Panels Hinged Left, 2 Bi-Fold Panels Hinged Right, & 2 Panels Individually Hinged (1 Left & 1 Right)
With 2 T Post
"LLTLRTRR"

Six Panel Shutters Individually Hinged:



6 Single Panels Individually Hinged
With 2 T Post
"LRTLRLRL"

Please Note: The panel configurations shown are typical of the most common shutter installations, but are not inclusive of every possible panel arrangement. Shutters with 8 & 10 panel configurations are available. Please consult sales with any questions.

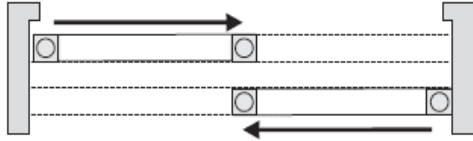
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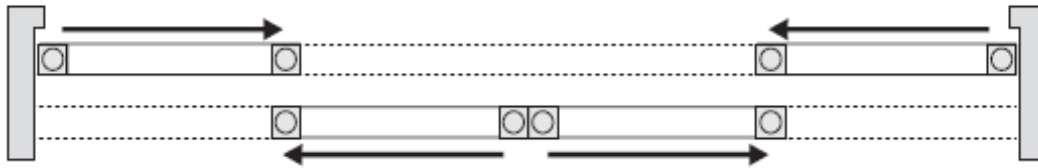
Designing The Shutter - Panel Configurations

Bi-Pass Shutters

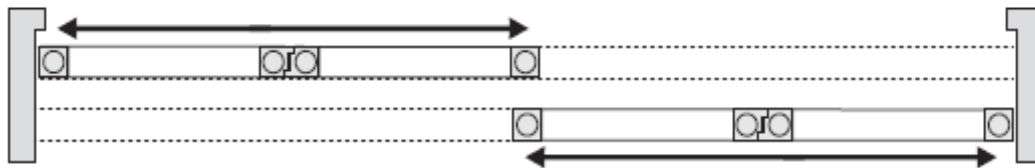
2 Panel Bi-Pass Shutter: "BP-1L1R"



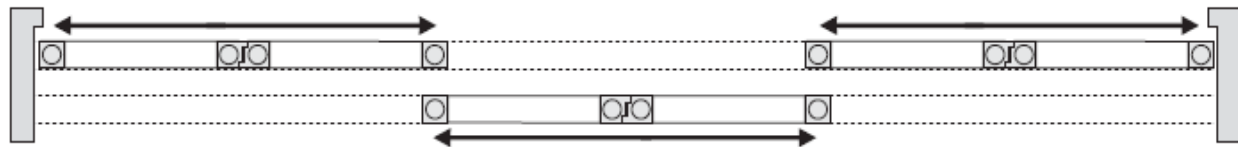
4 Panel Bi-Pass Shutter: "BP-1L2C1R"



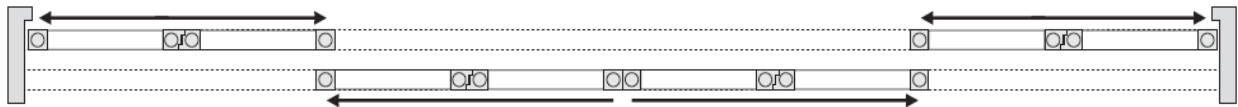
4 Panel Bi-Pass Shutter: "BP-2L2R"



6 Panel Bi-Pass Shutter: "BP-2L2C2R"



8 Panel Bi-Pass Shutter: "BP-2L4C2R"



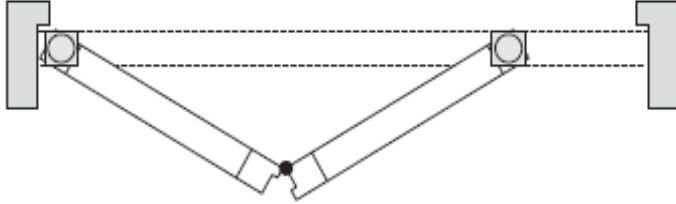
Please Note: The panel configurations shown are typical of the most common shutter installations, but are not inclusive of every possible panel arrangement. Shutters with 8 & 10 panel configurations are available. Please consult sales with any questions.

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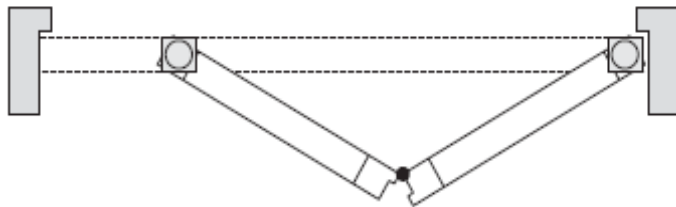
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Designing The Shutter - Panel Configurations Bi-Fold Shutters

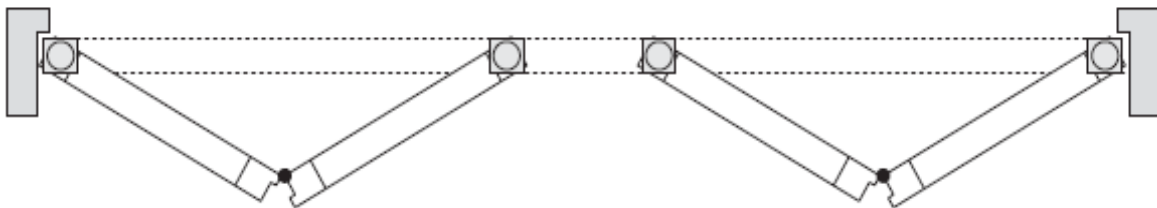
2 Panel Bi-Fold Shutter: "BF-2L"



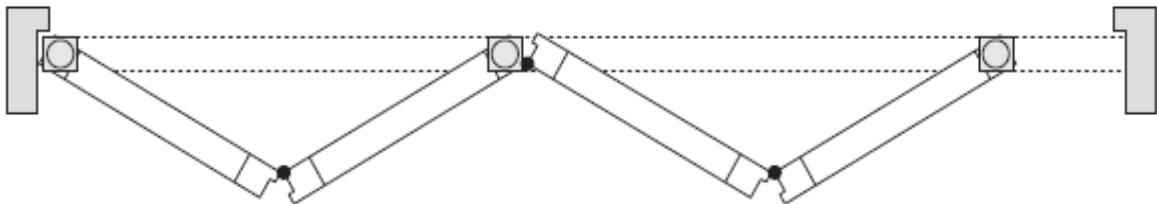
2 Panel Bi-Fold Shutter: "BF-2R"



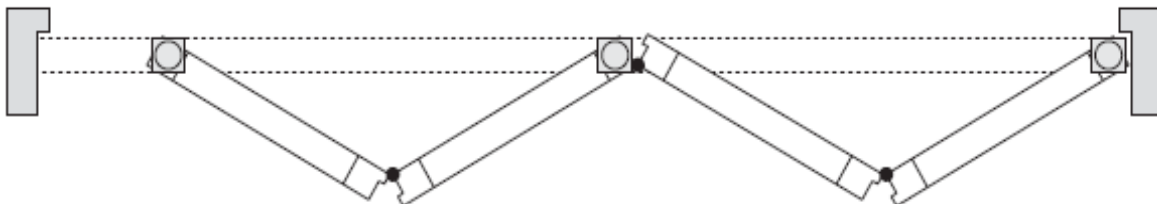
4 Panel Bi-Fold Shutter: "BF-2L2R"



4 Panel Bi-Fold Shutter: "BF-4L"



4 Panel Bi-Fold Shutter: "BF-4R"



Please Note: The panel configurations shown are typical of the most common shutter installations, but are not inclusive of every possible panel arrangement. Shutters with 8 & 10 panel configurations are available. Please consult sales with any questions.

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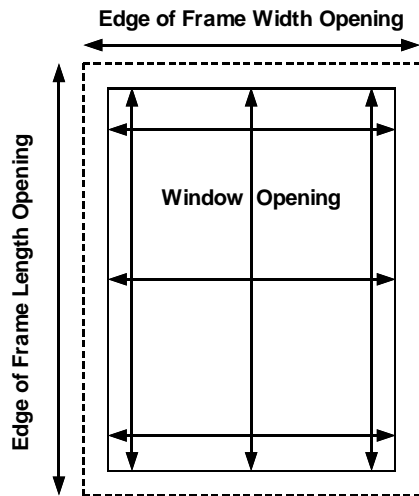
Measuring & Ordering Instructions

Selecting the Type of Mounting:

Determine whether the shutter is going to be installed inside the window frame or outside the window frame.

Critical Note: Louver Count

Windows next to each other should be ordered with the same length, so they will have the same louver and rail count. For windows next to each other, select the smallest size for inside mount shutters or select the largest size for outside mount shutters.



For Ordering Purposes...

...provide **Window Opening Dimensions** for inside mount shutters.

...provide **Finished Shutter Size Dimension** for outside mount shutters.
(The finished shutter size indicates the edge of frame to edge of frame measurement).

Inside Mount (IB):

Inside mount installations are often preferred because the shutters take up less space in the room.

Measuring the Width and the Length for Inside Mount:

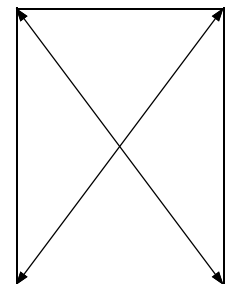
For the width, measure across the top, middle, and bottom of the window opening. Using the **narrowest** dimension, measure to the nearest 1/8". For the length, measure the up and down dimension on the left, center, and right side. Use the **shortest** length measurement, measuring to the nearest 1/8".

The factory will take the following deductions to both the width and length for inside mount shutters:

- Z Frames = 1/4" Deduction
- L Frames = 1/8" Deduction
- Hanging Strip Frame = 1/4" Deduction

Check for Window Squareness:

For inside mount installations, it is critical to check for window squareness by measuring diagonally. If the measurement from the upper left corner to the lower right corner differs from the measurement from the upper right corner to the lower left corner by more than 1/4", an outside mount installation is **STRONGLY** recommended.



Since the shutter frame corners are square, make certain that the window corners will accommodate them.

Provide the Window Dimension for Inside Mount Shutters:

When inside mount shutters are concerned, provide the factory with window size dimensions (**not the frame to frame measurements**)!

- **For ordering purposes, no frame additions are necessary with inside mount shutters.**
- **For pricing purposes, frame additions are required for the 2" Z frame, 2" Bullnose Z Frame, and 3" Z frame.**
(Reference the section below entitled Calculate the Shutter Price).

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Measuring & Ordering Instructions

Outside Mount (OB):

Outside mount installations are mounted on the wall or on the window molding.

Measuring the Width and the Length for Outside Mount:

Measure the area that the shutter is to cover. For the width, measure across the top, middle, and bottom of the window opening. Using the largest dimension, measure to the nearest 1/8". For the length, measure the up and down dimension on the left, center, and right side. Use the largest length measurement, measuring to the nearest 1/8".

Note: When outside mount shutters are specified, no factory deductions are taken.

Provide the Finished Shutter Dimension for Outside Mount Shutters:

When outside mount shutters are concerned, you must provide the factory with a finished shutter measurement. In other words, you must **add for the shutter frames**. Adding for the shutter frames, provides the factory with a dimension measuring from the edge of the left frame to the edge of the right frame and from the edge of the top frame to the edge of the bottom frame.

- *For ordering purposes, frame additions are required for the L frame, Deluxe Deco frame, Hanging Strip, and Extended frame. Reference the frame addition chart below.*
- *For pricing purposes, use the shutter ordered size to calculate the shutter square footage.*

Frame Addition Chart for Outside Mount Shutters

Frame Type	Shutter with 2-Sided Frame		Shutter with 3-Sided Frame		Shutter with 4-Sided Frame	
	Width	Length	Width	Length	Width	Length
L Frame	Opening + 3"	0"	Opening + 3"	Opening + 1 1/2"	Opening + 3"	Opening + 3"
2" Deco Frame	Opening + 5"	0"	Opening + 5"	Opening + 2 1/2"	Opening + 5"	Opening + 5"
3" Deco Frame	Opening + 7"	0"	Opening + 7"	Opening + 3 1/2"	Opening + 7"	Opening + 7"
Hanging Strip	Opening + 2"	0"	Opening + 2"	Opening + 1"	Opening + 2"	Opening + 2"
Extended Frame	N/A	N/A	Opening + 3"	Opening + 1 1/2"	N/A	N/A

Confirming Measurements:

The most common error in ordering shutters is reversing the width and the length measurements. Always confirm that the width is the measurement that goes across from left to right and that the length is the measurement that goes from top to bottom.

Measuring For Divider Rail Locations

Divider rails split a shutter panel into different groupings of louvers. This feature offers additional flexibility of light control and privacy because it allows you to open the top section of louvers independently of the bottom louver section. Divider rails are optional for panels up to 84" in height, but required for panels taller than 84".

Location of Divider Rails:

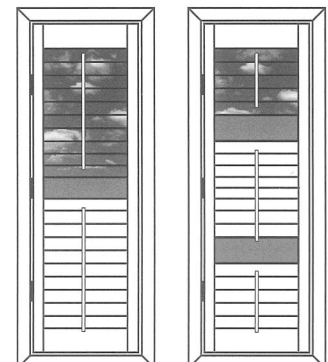
It is important to note when 1 divider rail is required, as a factory standard, the divider rail will be placed at the center of the shutter panel. When 2 divider rails are required, as a factory standard the divider rails will be placed such that the panel is divided into thirds. You may also specify a custom location of a divider rail. When the shutter panel is built, the location of the divider rail may vary slightly.

Custom locations of divider rails may vary as follows:

- 2 1/2" louvers = ±1"
- 3 1/2" louvers = ±1 1/2"
- 4 1/2" louvers = ±2"

Specifying the Location of a Divider Rail:

- Outside Mount: Measure from the bottom of where the frame will be located to the center point of the desired location of the divider rail.
- Inside Mount: Measure from the bottom of the window opening to the center point of the desired location of the divider rail.



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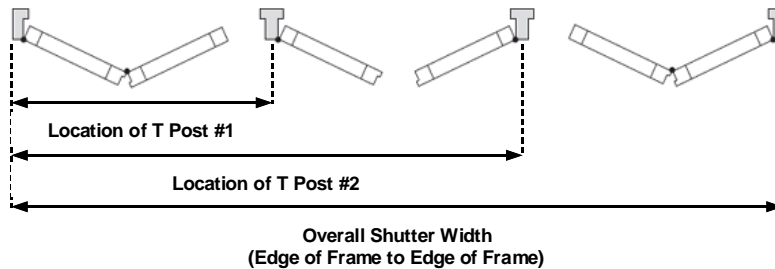
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Measuring For T Post Locations

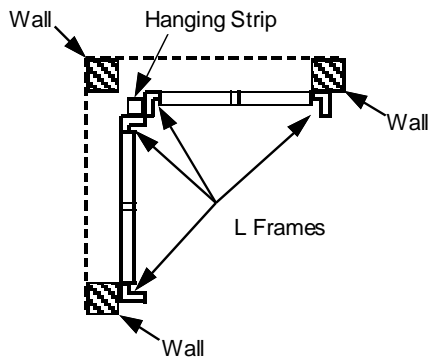
A T post shutter is one where a T Post Frame is added for additional vertical support within a frame system. Shutter panels are hinged to either side of a T Post Frame.

Specifying the Location of a T Post:

- Specify the T Post locations from the outer edge of the left frame to the center of the T Post. If applicable, T Posts should align with the mullions in the window.
- T Posts are usually installed to window mullions and/or attached to the shutter frames. If the mullions are narrower than the width of the T Post ($1\frac{3}{4}$ "), extend the length of the shutter so the T Post can be installed to the top and bottom wall around the opening.
- After providing the overall width measurement from the edge of the left frame to the edge of the right frame, measure from the edge of the left frame to the center of each T Post location as indicated in the diagram below.



Measuring For Corner Window Shutters



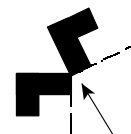
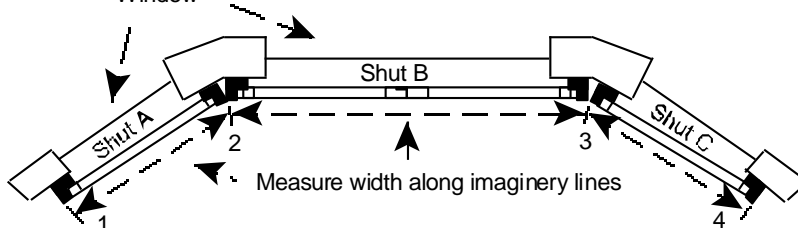
A corner window shutter system includes two separately framed shutters that butt together at their front corners. These two shutters are ordered and priced individually. A hidden hanging strip is often used to connect the two frame assemblies where they meet in the corner.

Measure from the edge of the frame to the corner of the opening (assuming there are no protrusions at the window corner)

Measuring For Bay Window Shutters

A bay window shutter system includes three or more separately framed shutters that butt together at their front corners. These multiple shutters are ordered and priced individually.

- Use a few short pieces of L frame to outline the correct shutter dimensions.
- Provide the edge of frame to edge of frame measurements shows in the diagram below.
 - Width of Shutter A = The distance between points 1 and 2
 - Width of Shutter B = The distance between points 2 and 3
 - Width of Shutter C = The distance between points 3 and 4

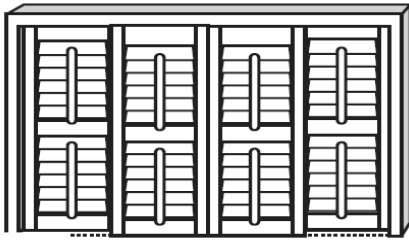


Measure from the front of where the frame corners meet.

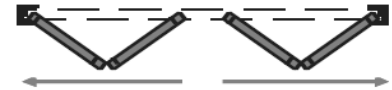
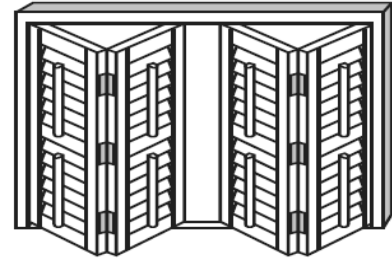
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Measuring For Bi-Pass & Bi-Fold Shutters



Bi-Pass Shutter



Bi-Fold Shutter

Bi-Pass sliding shutters are offered with a 3-sided frame around the window opening. Bi-Pass shutters are available with a minimum of 2 panels and a maximum of 8 panels.

Bi-Fold sliding shutters are also offered with a 3-sided frame around the window opening. Bi-Fold shutters may have either two or four panels hinged together on each side of the opening.

All Bi-Pass and Bi-Fold sliding shutters require a 4 ½" clearance above the opening to mount the top frame and the valance. These types of shutters exclusively use the extended frame, so please make the proper additions when determining the edge of frame to edge of frame dimensions.

Base Board Cut-Outs:

Please note: Upon request, base board cut-outs are available for \$ 15.00 per by-pass or bi-fold shutter.

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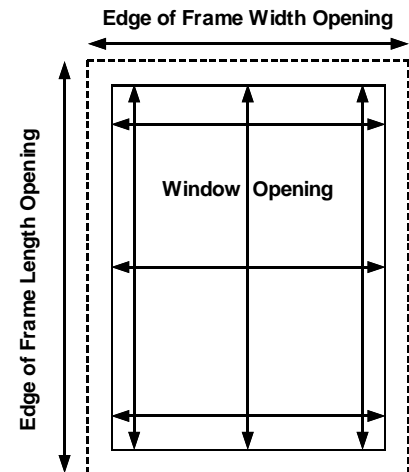
Calculate The Shutter Price

All pricing is calculated by shutter square feet and is based on the edge of frame to edge of frame measurements.

Pricing Inside Mount Shutters:

When ordering inside mount shutters, you must provide the window opening dimension. When calculating the shutter price, you need to add for the shutter frames. **Frame additions are only required for shutters using the 2" Z frame, 2" Bullnose Z Frame, and 3" Z frame.** When pricing shutters for inside mount applications, please add the following measurements to your window opening dimensions.

Note: No frame additions are necessary for inside mount shutters using L frame or Hanging Strip options.



Frame Addition Chart used for Pricing Inside Mount Shutters

Frame Type	Shutter with 2-Sided Frame		Shutter with 3-Sided Frame		Shutter with 4-Sided Frame	
	Width	Length	Width	Length	Width	Length
2" Z Frames	Opening + 2"	0"	Opening + 2"	Opening + 1"	Opening + 2"	Opening + 2"
3" Z Frame	Opening + 4"	0"	Opening + 4"	Opening + 2"	Opening + 4"	Opening + 4"

Frame Type	Shutter with 3-Sided Frame & Bottom Sill Frame		Shutter with 3-Sided Frame & Bottom Sill Frame	
	Width	Length	Width	Length
2" Z Frames	Opening + 2"	0"	Opening + 2"	1"
3" Z Frame	Opening + 4"	0"	Opening + 4"	2"

Pricing Outside Mount Shutters:

As discussed in the measuring and ordering section of this reference guide, the edge of frame to edge of frame measurement must be provided when ordering outside mount PolyCraft shutters. Thus, you should have already added the necessary measurements to account for the L frame, Decorative frame, Hanging Strip, or Extended frame required for your shutter application.

Calculating Shutter Square Footage: (Total measurements are Edge of Shutter Frame to Edge of Shutter Frame)

$$(\text{Total Width in Inches} \times \text{Total Length in Inches}) / 144 = \text{Shutter Square Footage}$$

$$\text{Shutter Square Footage} \times \$12.50 \text{ (Assuming Painted Color)} = \text{Total Cost per Shutter}$$

Make sure to add for any applicable surcharges!

Critical Note:

- The calculations listed above are for **pricing purposes only**; they should not be used for ordering.
- For inside mount installations, provide window opening measurements for orderings purposes.
- For outside mount installations, provide edge of frame to edge of frame measurements for ordering purposes.

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Page _____ of _____

Purchase Order WoodCraft Shutters

Account #: _____ Company Name: _____ Contact: _____ Purchase Order #: _____

Ship To Address: _____ Phone: _____ Sidemark: _____

City: _____ State: _____ Zip: _____ Fax: _____ Date Required: _____

Line	Sidemark	Qty	Mount IM / OM	(1)	(2)	(3)	(4)	(5)	(6)	(7)		(8)	(9)	(10)	(11)		(12)	(13)			
				Shutter Color	Hinge Color	Louver Size	Shutter Type	Frame Type	# of Frame Sides	Shutter Ordered Size Width Height	Tilt Bar	# of Panels per Opening	Panel Configuration	Divider Rail(s) Height 1st 2nd	Build Out	T Post Location(s) 1st 2nd 3rd					
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					

Purchase Order Footnotes:

<p>1) Shutter Color (#) - Specify Color Number and Name. (Indicate "Sandbast" if this option is desired)</p> <p>2) Hinge Color (WH) - White (BP) - Brass Plated (PR) - Pearl (AB) - Antique Brass (SS) - Stainless Steel (NK) - Nickel</p> <p>3) Louver Size (2) - 2 1/2" Louver (3) - 3 1/2" Louver (4) - 4 1/2" Louver</p> <p>4) Shutter Type (SF) - Standard Folding (CF) - Café Style (BP) - Bi-Pass Slider (DH) - Double Hung (BF) - Bi-Fold Slider (TP) - T Post</p> <p>5) Frame Type (LF) - Standard L Frame (2Z) - 2" Stnd. Z Frame (BL) - Bullnose L Frame (2BZ) - 2" Bullnose Z (2D) - 2" Deco Frame (3Z) - 3" Z Frame (3D) - 3" Deco Frame (HS) - Hanging Strip</p>	<p>6) # of Frame Sides (2W) - 2 sided for standard windows (2S) - 2 sided with Sill Frame (3W) - 3 sided for standard windows (3S) - 3 sided with Sill Frame (3D) - 3 sided for bi-pass or bi-fold (3I) - 3 sided inverted for café style (4W) - 4 sided for standard windows (NF) - No frames</p> <p>7) Shutter Ordered Size OM sizes are exact edge of frame to edge of frame. IM sizes are window sizes. Prices based on edge of frame.</p> <p>8) Tilt Bar (F) - Front center tilt bar with upwards closure (O) - Offset tilt bar with upwards closure (R) - Rear Clearview Option with upwards closure</p> <p>9) # of Panels (1) - 1 panel (4) - 4 panels (7) - 7 panels (2) - 2 panels (5) - 5 panels (8) - 8 panels - 6 panel</p>	<p>10) Panel Configuration When designing and ordering a shutter, it is critical to determine the number of panels that will make up the shutter and how the panels will be hinged to the shutter frame. (L) - Indicates panel to be hinged to left frame (R) - Indicates panel to be hinged to right frame (T) - Indicates the location of a T Post within a shutter system Common Examples Listed: (L), (R), (LR), (LL), (RR), (LLRR), (LTLT), (RTRTR), (LTLTR), (LTRTR), (LTLRTR), (LRTLRL), (LLLRTRRR), (LRLTLRL), etc. Bi-Pass Common Examples Listed: (BP-2L2R), (BP-3L3R), (BP-4L4R), etc. Bi-Fold Common Examples Listed: (BF-2L2R), (BF-4L4R), etc.</p> <p>11) Custom Divider Rail(s) If desired, indicate the custom location of the 1st & 2nd divider rail. Leave blank if factory standard is requested.</p> <p>12) Build-Outs If desired, indicate if 1 build-out or 2 build-outs are required.</p> <p>13) T-Post Locations Starting from</p>
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Page _____ of _____

Purchase Order French Door WoodCraft Shutters

Account #: _____ Company Name: _____ Contact: _____ Purchase Order #: _____

Ship To Address: _____ Phone: _____ Sidemark: _____

City: _____ State: _____ Zip: _____ Fax: _____ Date Required: _____

Line	Sidemark	Qty	Mount IM / OM	(1) Shutter Color	(2) Hinge Color	(3) Louver Size	(4) Shutter Type	(5) Frame Type	(6) Shutter Ordered Size Width Height	(7) Tilt Bar	(8) Panel Configuration	(9) Divider Rail Height	(10) Build Out	(11) Type of Cut-Out	(12) Cut-Out Height
1			OM				FD								
2			OM				FD								
3			OM				FD								
4			OM				FD								
5			OM				FD								
6			OM				FD								
7			OM				FD								
8			OM				FD								
9			OM				FD								
10			OM				FD								

Purchase Order Footnotes:

1) Shutter Color (#) - Specify Color Number and Name. (Indicate "Sandblast" if this option is desired)	8) Panel Configuration When designing and ordering a shutter, it is critical to determine the number of panels that will make up the shutter and how the panels will be hinged to the shutter frame. (L) - Indicates panel to be hinged to left frame (R) - Indicates panel to be hinged to right frame (T) - Indicates the location of a T Post within a shutter system Common Examples Listed: (L), (R), (LR), (LL), (RR), (LLRR), (LTLTL), (RTRTR), (LTLTR), (LTRTR), (LTLRTR), (LRTLRL), (LLTLRTRR), (LRTLRLTR), etc.
2) Hinge Color (WH) - White (PR) - Pearl (SS) - Stainless Steel (BP) - Brass Plated (AB) - Antique Brass (NK) - Nickel	9) Custom Divider Rail(s) If desired, indicate the custom location of the 1st & 2nd divider rail. Leave blank if factory standard is requested.
3) Louver Size (2) - 2 1/2" Louver (3) - 3 1/2" Louver (4) - 4 1/2" Louver	10) Build-Outs If desired, indicate if 1 build-out or 2 build-outs are required.
4) Shutter Type (FD) - French Door	11) Type of Cut-Out (C) - Circular; if desired, specify 3" or 5" Deep Cut-Out (R) - Rectangular
5) Frame Type (LF) - Standard L Frame (BL) - Bullnose L Frame	12) Cut-Out Height Specify the center location of the handle cut-out from the bottom of the shutter.
6) Shutter Ordered Size OM sizes are exact edge of frame to edge of frame. IM sizes are window sizes. Prices based on edge of frame.	
7) Tilt Bar (F) - Front center tilt bar with upwards closure (O) - Offset tilt bar with upwards closure - Rear Clearview Option with upwards closure	

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Purchase Order Arch Top WoodCraft Shutters

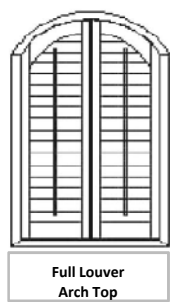
Account #: _____ Company Name: _____ Contact: _____ Purchase Order #: _____

Ship To Address: _____ Phone: _____ Sidemark: _____

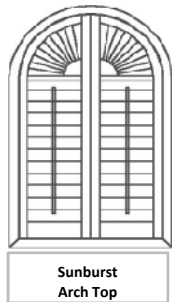
City: _____ State: _____ Zip: _____ Fax: _____ Date Required: _____

Line	Sidemark	Qty	Mount IM / OM	(1) Shutter Color	(2) Hinge Color	(3) Louver Size	(4) Shutter Type	(5) Frame Type	(6) Shutter Ordered Size Width (A) Height (B) Sholder (C)			(7) Tilt Bar	(8) Panel Configuration	(9) Divider Rail Height	(10) Build Out	(11) Type of Arch Top
1							Arch Top									

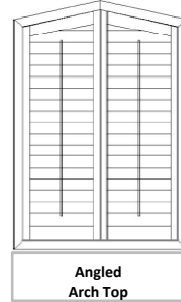
Type of Arch Top & Angled Top Shutters



Full Louver Arch Top

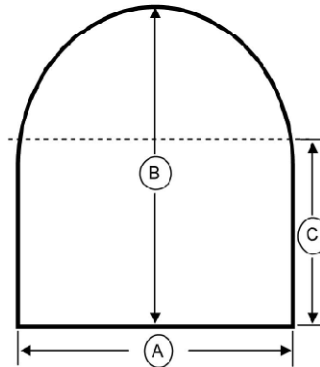


Sunburst Arch Top

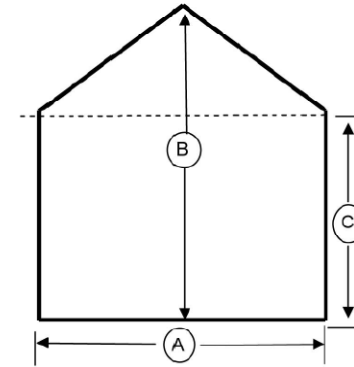


Angled Arch Top

Measurements for Full Louvered or Sunburst Arch Top



Measurements for Angled Arch Top



Purchase Order Footnotes:

1) Shutter Color	(#) - Specify Color Number and Name. (Indicate "Sandblast" if this option is desired)	8) Panel Configuration	When designing and ordering a shutter, it is critical to determine the number of panels that will make up the shutter and how the panels will be hinged to the shutter frame. (L) - Indicates panel to be hinged to left frame (R) - Indicates panel to be hinged to right frame (T) - Indicates the location of a T Post within a shutter system Common Examples Listed: (L), (R), (LR), (LL), (RR), (LLRR), (LTLTL), (RTRTR), (LTLTR), (LRTLRL), (LTLRL), (LLTLRRL), (LRTLRL), etc.
2) Hinge Color	(WH) - White (PR) - Pearl (SS) - Stainless Steel	(BP) - Brass Plated (AB) - Antique Brass (NK) - Nickel	9) Custom Divider Rail(s) If desired, indicate the custom location of the 1st & 2nd divider rail. Leave blank if factory standard is requested.
3) Louver Size	(2) - 2 1/2" Louver (3) - 3 1/2" Louver (4) - 4 1/2" Louver		
4) Shutter Type	(AT) - Arch Top		10) Build-Outs If desired, indicate if 1 build-out or 2 build-outs are required.
5) Frame Type	(LF) - Standard L Frame (BL) - Bullnose L Frame (2D) - 2" Deco Frame (3D) - 3" Deco Frame	(2Z) - 2" Stnd. Z Frame (2BZ) - 2" Bullnose Z (3Z) - 3" Z Frame	
6) Shutter Ordered Size	OM sizes are exact edge of frame to edge of frame. IM sizes are window sizes. Prices based on edge of frame.		11) Type of Arch Top (FLAT) - Full Louver Arch Top (SAT) - Sunburst Arch Top (AAT) - Angled Arch Top
7) Tilt Bar	(F) - Front center tilt bar with upwards closure (O) - Offset tilt bar with upwards closure (R) - Rear Clearview Option with upwards closure		

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Many Window Solutions From One Source

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Purchase Order WoodCraft Shutters Arches

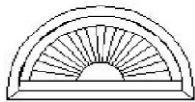
Account #: _____ Company Name: _____ Contact: _____ Purchase Order #: _____

Ship To Address: _____ Phone: _____ Sidemark: _____

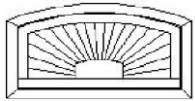
City: _____ State: _____ Zip: _____ Fax: _____ Date Required: _____

Line	Sidemark	Qty	Mount IM / OM	(1)	(2)	(3)	(4)	(5)	(6)				(7)	(8)	(9)	(10)	(11)	(12)
				Shutter Color	Hinge Color	Louver Size	Shutter Type	Frame Type	Shutter Ordered Size	Tilt Bar	Panel Configuration	Divider Rail Height	Build Out	Type of Arch	Arch on Rectangle			
				Width (A)	Height (B)	Sholder (C)	Arch Sholder (D)											
1																		

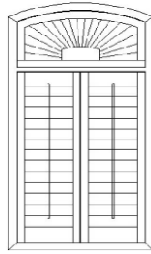
Type of Arch Shutters



Sunburst Arch

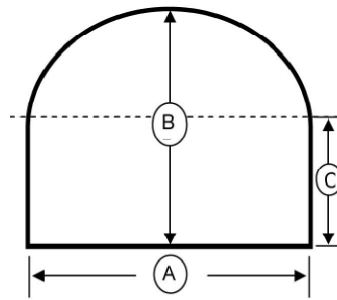


Sunburst Eyebrow Arch



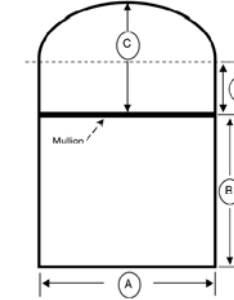
Arch Over Rectangle

Measurements for Sunburst Arch



Note: Provide Sholder Height (C) for Eyebrow Arches only.

Measurements for Sunburst on Rectangular Shutters



Note: Provide Sholder Height (D) for Eyebrow Arches only.

Purchase Order Footnotes:

1) Shutter Color	(#) - Specify Color Number and Name. (Indicate "Sandblast" if this option is desired)	8) Panel Configuration	When designing and ordering a shutter, it is critical to determine the number of panels that will make up the shutter and how the panels will be hinged to the shutter frame. (L) - Indicates panel to be hinged to left frame (R) - Indicates panel to be hinged to right frame (T) - Indicates the location of a T Post within a shutter system Common Examples Listed: (L), (R), (LR), (LL), (RR), (LLRR), (LTLTL), (RTRTR), (LTLTR), (LRTLTR), (LRTLRL), (LLLRTLRR), (LRTLRLR), etc.
2) Hinge Color	(WH) - White (PR) - Pearl (SS) - Stainless Steel (BP) - Brass Plated (AB) - Antique Brass (NK) - Nickel	9) Custom Divider Rail(s)	If desired, indicate the custom location of the 1st & 2nd divider rail. Leave blank if factory standard is requested.
3) Louver Size	(2) - 2 1/2" Louver (3) - 3 1/2" Louver (4) - 4 1/2" Louver	10) Build-Outs	If desired, indicate if 1 build-out or 2 build-outs are required.
4) Shutter Type	(AT) - Arch Top	11) Type of Arch	(SA) - Sunburst Arch (SEA) - Sunburst Eyebrow Arch
5) Frame Type	(LF) - Standard L Frame (BL) - Bullnose L Frame (2D) - 2" Deco Frame (3D) - 3" Deco Frame (ZZ) - 2" Stnd. Z Frame (2BZ) - 2" Bullnose Z (3Z) - 3" Z Frame	12) Arch on Rectangle	(N) - No, Arch Only (Y) - Yes, Sunburst Arch on Rectangle Shutter
6) Shutter Ordered Size	OM sizes are exact edge of frame to edge of frame. IM sizes are window sizes. Prices based on edge of frame.		
7) Tilt Bar	(F) - Front center tilt bar with upwards closure (O) - Offset tilt bar with upwards closure (R) - Rear Clearview Option with upwards closure		

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Purchase Order WoodCraft Shutters Specialty Shapes

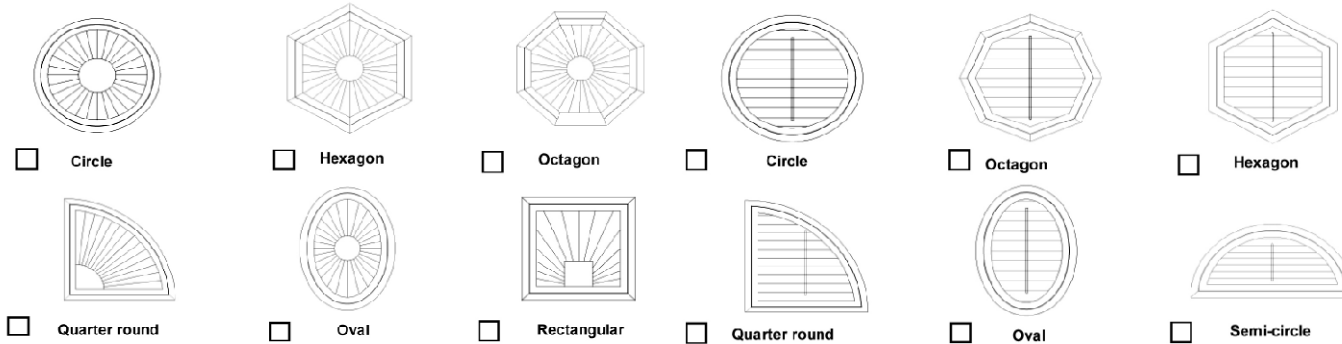
Account #: _____ Company Name: _____ Contact: _____ Purchase Order #: _____

Ship To Address: _____ Phone: _____ Sidemark: _____

City: _____ State: _____ Zip: _____ Fax: _____ Date Required: _____

Line	Sidemark	Qty	Mount IM / OM	(1) Shutter Color	(2) Hinge Color	(3) Louver Size	(4) Shutter Type	(5) Frame Type	(6) Shutter Ordered Size Width (A) Height (B)	(7) Tilt Bar	(8) Panel Configuration	(9) Build Out	(10) Type of Specialty
1							Specialty						

Type of Specialty Shape Shutter



Purchase Order Footnotes:

1) Shutter Color	(#) - Specify Color Number and Name. (Indicate "Sandblast" if this option is desired)	8) Panel Configuration	When designing and ordering a shutter, it is critical to determine the number of panels that will make up the shutter and how the panels will be hinged to the shutter frame. (L) - Indicates panel to be hinged to left frame (R) - Indicates panel to be hinged to right frame (T) - Indicates the location of a T Post within a shutter system <i>Common Examples Listed: (L), (R), (LR), (LL), (RR), (LLRR), (LTLTL), (RTRTR), (LTLTR), (LRTLRL), (LRTLRL), (LLLRLRRL), (LRTLRLRL), etc.</i>
2) Hinge Color	(WH) - White (PR) - Pearl (SS) - Stainless Steel	(BP) - Brass Plated (AB) - Antique Brass (NK) - Nickel	
3) Louver Size	(2) - 2 1/2" Louver (3) - 3 1/2" Louver (4) - 4 1/2" Louver		
4) Shutter Type	(SP) - Specialty Shape Shutter		
5) Frame Type	(BL) - Bullnose L Frame (2D) - 2" Deco Frame	9) Build-Outs	If desired, indicate if 1 build-out or 2 build-outs are required.
6) Shutter Ordered Size	OM sizes are exact edge of frame to edge of frame. IM sizes are window sizes. Prices based on edge of frame.	10) Type of Specialty	Specify the type of specialty from the diagrams shown above.
7) Tilt Bar	(F) - Front center tilt bar with upwards closure (O) - Offset tilt bar with upwards closure (R) - Rear Clearview Option with upwards closure		

