

## How to Measure Your Windows & Skylight for ECOSmartShades.com

- Use a metal tape measure and measure to the nearest 1/8 of an inch.
- Use the handy Easy Measuring Guide on the back of this page to record your measurements
- Always double check your measurements!
- Provide exact measurements to the nearest 1/8".
- Window shades come with universal brackets which can be used for either inside or outside mounts.

### **Inside Mount Window Shades:**

Whenever possible, we recommend an **inside (recessed) mount** for a more finished appearance. An inside mount requires at least 1/2" of flat surface depth to screw the bracket onto for Standard or Duofold Hardware. Continuous Cord or Cordless hardware requires 3/4".

To allow for clearance, we make inside mount shades approximately 3/8" narrower than the width you specify. The length is as you specify.

- **Width:** Measure the exact inside measurement of the window at **the Top, Middle and Bottom**. (See diagram at right.) Write the measurements down on the Easy Measuring Guide. Circle the narrowest measurement
- **Length:** Measure the exact inside distance from top of window to the sill at **the Left, Middle and Right**. Write the measurement down on the Easy Measuring Guide. Circle the longest measurement.

### **Inside Mount Window Shades with Energy Saving Sidetracks & Skylight Shades:**

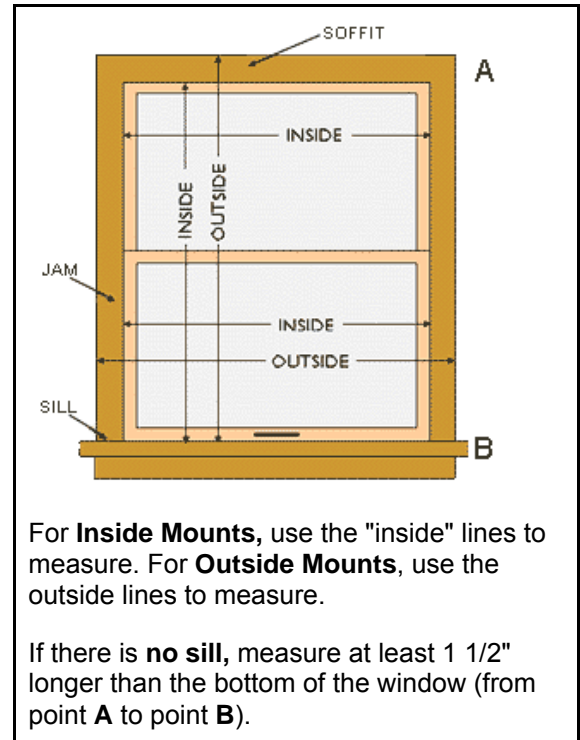
If you plan to have **Energy Saving Sidetracks** make sure you measure the **diagonal measurements** (top right corner to bottom left corner and top left corner to bottom right corner). If those measurements differ by more than 1/4" you will need to shim your window to accommodate the Sidetrack System. Be sure to use the Sidetrack or Skylight Measuring Guides!

- **Width:** Measure the exact inside measurement of the window at **the Top, Middle and Bottom**. (See diagram below.) Write the measurements down on the Easy Measuring Guide. Circle the narrowest width measurement
- **Length:** Measure the exact inside distance from top of window to the sill at **the Left, Middle and Right**. Write the measurement down on the Easy Measuring Guide. Circle the shortest length measurement.

### **Outside Mount Window Shades:**

With **outside mounts**, the shade will hang outside the actual window frame; over lapping the window frame enough to cover for maximum privacy and light blockage. We make Outside Mount shades exactly the length and width you specify.

- **Width:** Measure the exact outside measurement of the window at three different places. Write the measurements down on the Easy Measuring Guide. Plan on overlapping the window. We recommend about 1 1/2" on each side.
- **Length:** Measure the exact outside distance from top to sill at three different places. Write the measurement down on the Easy Measuring Guide. Circle the longest measurement. **If there is no sill**, allow the shade to overlap the bottom of the window casing by at least 1 1/2". (from A to B in the diagram above)



For **Inside Mounts**, use the "inside" lines to measure. For **Outside Mounts**, use the outside lines to measure.

If there is **no sill**, measure at least 1 1/2" longer than the bottom of the window (from point A to point B).

## Easy Window Measuring Guide

Print this handy guide for each room in your house and fill it in as you measure. Have it ready when you order. Download full page guides on our website! When in doubt, refer to the website for complete measuring instructions.

<b>Window Shade WITHOUT Energy Saving Sidetracks</b>							
<b>Room:</b>		<b>Color:</b>		<b>Window Number:</b>			
Measurement	Measure #1		Measure #2		Measure #3		
<b>Width (Inches):</b> Circle Narrowest							
<b>Length (Inches):</b> Circle Longest							
<b>Lift Option:</b> Circle One	<b>Standard</b>		<b>Continuous Cord Loop</b>		<b>Top Down/Bottom Up</b>	<b>Cordless</b>	<b>Cordless Top Down/Bottom Up</b>
	Left Cord	Right Cord	Left Cord	Right Cord			
<b>Mount:</b> Circle One	Inside			Outside			

<b>Window Shade WITH Energy Saving Sidetracks (Inside Mount Only)</b>							
<b>Room:</b>		<b>Shade Color:</b>		<b>Track Color: White Brown</b>		<b>Window Number:</b>	
Measurement	Measure #1	Measure #2	Measure #3	Diagonal Measurements			
<b>Width (Inches):</b> Circle Narrowest				Top Left to Bottom Right Measurement:	Top Right to Bottom Left Measurement:		
<b>Length (Inches):</b> Circle Shortest							
<b>Lift Option:</b> Circle One	<b>Standard</b>		<b>Continuous Cord Loop</b>		<b>Top Down/Bottom Up</b>	<b>Cordless</b>	<b>Cordless Top Down/Bottom Up</b>
	Left Cord	Right Cord	Left cord	Right Cord			

<b>SKYLIGHT Window Shade (Inside Mount Only)</b>					
<b>Room:</b>		<b>Color:</b>		<b>Window Number:</b>	
Measurement	Measure #1	Measure #2	Measure #3	Diagonal Measurements	
<b>Width (Inches):</b> Circle Narrowest				Top Left to Bottom Right Measurement:	Top Right to Bottom Left Measurement:
<b>Length (Inches):</b> Circle Shortest					

**A Note On Our Return Policy:**

We custom manufacture each shade to your measurements taking deductions when necessary (please see above for more information). Since each shade is individually crafted, they are not returnable for any reason except warranty repair. Because of the quick turnaround time we offer, there are no cancellations. To avoid problems please follow the above instructions and measure carefully. Purchase the optional measuring insurance for added buyer confidence.