



America's foremost manufacturer of custom shutters and louvered doors

INSTALLER QUESTIONNAIRE

Because our dealer base is always expanding, we often get calls from dealers needing installers. At this time we find it necessary to expand our list. If you would be interested in referrals for installation only, please fill out this questionnaire and return it to us. If you have any questions please call our sales department at (800) 585-3197 or FAX (310) 538-5742.

As we are continually asked questions about you by the dealers and decorators, this information will be available to those who request it. Thank you.

DATE _____

COMPANY NAME _____ BUS. PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

SHIP TO ADDRESS _____

CITY _____ STATE _____ ZIP _____

SHIP VIA _____

SPECIAL SHIPPING INSTRUCTIONS: _____

SERVICE AREA (please be specific) _____

Business conducted from: commercial establishment _____ residence _____

Contractor's license # _____ # of employees _____ years experience _____

Sales and installation _____ Installation only _____

Other types of products handled _____

By _____ Date _____

Signature _____

TO: Applying Contract Installers

The normal procedure for contract shutter installing is to:

- A. Receive sales information from selling dealer / decorator.
- B. Make appointment with retail customer and do re-measure.
- C. Fill order form with dimensional information as well as all necessary and supplemental material to install job properly.
- D. Return order form to selling dealer / decorator.
Installer and dealer should verify shipping address (to dealer or drop ship to installers' facility).

The contract installer will take responsibility for dimensional accuracy and correct framing material. e.g. proper box out for patio doors. He will receive, prepare, and professionally install shutters for the selling dealer / decorator.

The payment terms for your services, installation, and professional expertise, should be arranged with the selling dealer / decorator prior to re-measure.

Design information such as color, fold direction, shutter style, number of panels, full length or double hung, hardware finish and divider rail placement if used, should be the specific responsibility of the selling dealer / decorator.