

# ORDER FORM

YOUR COMPANY NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 FAX \_\_\_\_\_


Date: \_\_\_\_\_  
 P.O.#: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Date Req: \_\_\_\_\_

PLEASE BE SURE ALL ORDERS INCLUDE THE FOLLOWING INFORMATION


ITEM	1	2	3	4
QUANTITY				
PROFILE NUMBER				
MDF	PRIMED RAW	PRIMED RAW	PRIMED RAW	PRIMED RAW
WOOD -(SPECIES)				
WIDTH				
HEIGHT				
STANDARD 1/8 REVEAL - Y/N				
TAG				
TEMPLATE				

**TEMPLATES REQUIRED**

**OV AL**



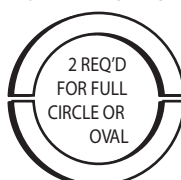
**ELLIPSE**



**PLEASE NOTE:**  
 ALL TEMPLATES MUST BE ACCURATE.  
 MUST BE A CLEAN SINGLE LINE  
 MUST BE MARKED - LEFT/ RIGHT/FRONT  
 MUST BE MARKED - WITH PO NUMBER  
 MUST BE MARKED - WITH PROFILE NUMBER  
 MUST BE MARKED - WITH REVEAL SIZE

FOR INSTRUCTIONS ON HOW TO MEASURE A TEMPLATE SEE REVERSE

ANY FULL CIRCLE OR OV AL WILL BE PRICED AT TIMES 2 THE ARCH PRICE

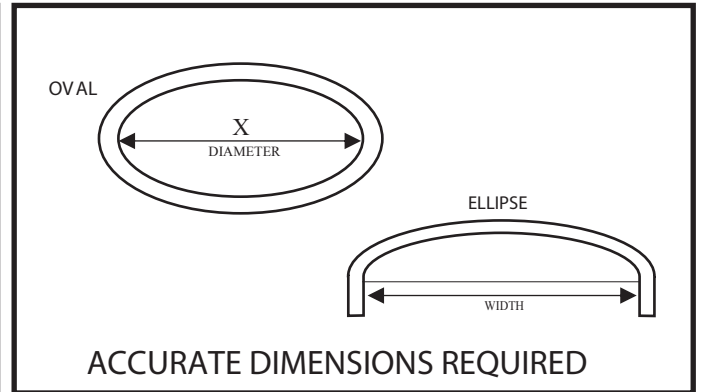
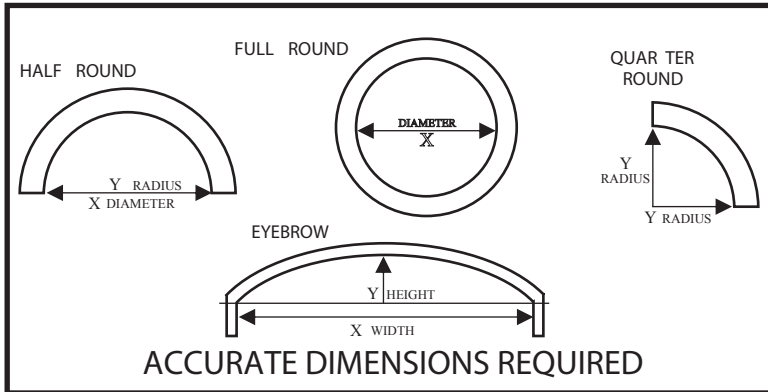


**BTM**  
**BARRIE TRIM & MOULDINGS INC.**

# BTM

**BARRIE TRIM & MOULDINGS INC.**

# MEASURING & TEMPLATE INSTRUCTIONS



## INSTRUCTIONS

Thank-you for choosing CURVTOPS to finish your custom window or archway. The following instructions will guide you step-by-step through the ordering process.

Full, Half & Quarter Rounds require only accurate dimensions.

Eyebrows, Ovals & Ellipses require accurate templates.

## HOW TO MAKE A TEMPLATE

1. Align a sheet to base of window taking care to centre the window horizontally on the sheet. A proper fitting arch depends on an accurate template.
2. Tape sheet of paper over window frame, starting at top centre, carefully working out to each side (paper must be stretched tight) then pencil along inside edge of frame. Daylight through the window will make it easy to see the frame through the paper. Keep this line as clean and thin as possible. If there is a bottom edge of the opening, such as on a window, turn the corner and continue the line a couple of inches in from either corner to identify the bottom of the opening.
3. Clearly identify the Top, Right, Left, Bottom of template
4. Indicate if a reveal is required and the size of the reveal (standard reveal 1/8"). Reveal is the amount of window frame that can be seen before trim starts.

### Gothics and Oversized Windows

1. For some very large windows and gothics, align edge of window to bottom or left edge of sheet and trace half the window. Be sure to indicate on the template that only half the arch was traced.

NOTE: Each Curv-top will be shipped in 2 TO 4 sections, each section will be hinged with a rubber hinge to aid in alignment. Each section will have a 4" - 6" extension at one end, which must be trimmed for final fit.

