

INTERIOR SHUTTERS

HOW TO ORDER



- Guidelines for Completing the Interior Shutter Order Form •

Please follow these step-by-step guidelines in completing the enclosed Interior Price Quote/Order Form.

PLEASE MAKE COPIES OF THE PRICE QUOTE/ORDER FORM

Fax to (334) 264-6001 • Call TOLL-FREE 1-800-344-8590 • Email sales@southernshutter.com

QUANTITY

- **Shutters with Hanging System:** Priced and sold per each.
- **Panels:** Shutter panels are priced and sold per pair.

MEASURING

- **Room/Window Location** Indicate the room and window location within the room for each opening.
- **Measurements**
 - **Opening Width:** Window openings are not always perfectly square. Measure the shutter pocket/opening width at the top and bottom of the window. Record smaller dimension.
 - **Opening Height:** Measure the shutter pocket/opening height at the left and right sides of the window. Record smaller dimension.

SHUTTER STYLE

- **1-3/8" DesignLine Fixed Louvers / Panels**

Louver or Panel Options

- Traditional Fixed Louver 1-7/8", 2-1/2", 3-1/2" wide x 3/8" thick
- European Fixed Louver 1-3/4", 2-1/4", 3-1/4" wide x 3/8" thick
- Raised Panel or Flat Panel; Single-sided or Double-sided; available with V-Groove Option

- **1-1/8" Plantation Shutters Movable Louvers / Panels**

Louver or Panel Options

- Traditional Movable Louver 1 7/8", 2-1/2", 3-1/2", 4-1/2" wide x 3/8" thick
- Raised Panel or Flat Panel; Single-sided or Double-sided; available with V-Groove Option

- **3/4" Easy Fit Shuttersets**

- Traditional Movable Louver 1-1/4" wide x 1/4" thick
- No center rails, designed to be double hung

FINISHING OPTIONS

- Unfinished
- Primed and Sanded
- Primed & Finished/Stained with Hanging System — ready to install.

See catalog Interior Shutter Finish Options - note color specification at bottom

RAIL PLACEMENT

Distance from Bottom of shutter to bottom of rail. Rails often align with window elements — lock rail, transoms, muntins, often used to achieve a design independent of window layout. *Rail placement of two equal sections is standard.*

CUSTOM OPTIONS

Southern Shutter Company offers a wide variety of custom options, or we can build your shutters to meet your specifications. *Select from the options table listed on the price page for your specific shutter type.*

(Continued on back)



INTERIOR SHUTTERS HOW TO ORDER

• Measuring and Specifications for Interior Shutters •

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(Continued from front)

MOUNTING SHUTTERS

• Inside or Outside Mount

Most Hanging systems may be used as Inside Mounts or Outside Mounts. Factors such as the squareness of the window opening, tilt window functions, obstructions and appearance should contribute to this decision.

Refer to catalog Tab Interior Shutters: Measuring and Installation Options.

Note: Deduction of 1/8" for clearance on inside frame hanging systems is recommended by manufacturer.

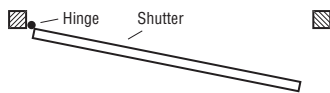
• Hanging System Refer to catalog tab Interior Shutters: Measuring and Installation Options

- Direct to casing
- Wrap-around Hanging Strips inside or outside
- 3-sided frames inside or outside (L- or Z-Frame)
- 4-sided frames inside or outside (L- or Z-Frame)
- Track Systems, in bi-fold or by-pass configurations.

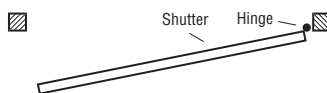
• Panel Layout

Let the window guide your layout. Each Character in the design layout code represents one shutter panel and its hinge direction. A dash is used to indicate a T-post or mullion.

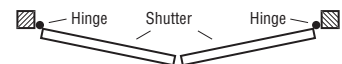
• L - Single panel hinged left



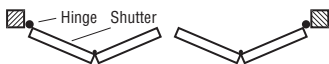
• R - Single panel hinged right



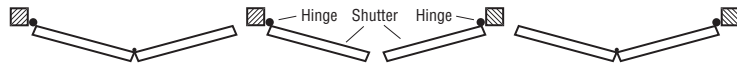
• LR - Two panels one left, one right



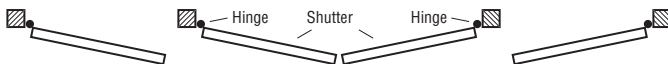
• LLRR - Four panels two left, two right



• LL-LR-RR - For triple window unit design layout, proportional 33%-33%-33%



• L-LR-R - Picture style window, proportional 25%-50%-25%



Individual frame units placed side by side achieve the same effect as one large unit with T-posts or mullions.
Example: 3 Units: (LL) + (LR) + (RR) = LL-LR-RR
This is often best for ease of installation and handling.

• Hardware

Ready-to-install shutters are shipped with the necessary hardware in your choice of finishes, including antique brass, brushed nickel, chrome, oil rubbed bronze, polished brass or white.

SPECIAL INSTRUCTIONS

- **Arch Dimensions:** Provide low and high point of arch for quarter radius arches. For eyebrow or irregular arches submit template, radius or additional points (X,Y) coordinates on the curve.
- **Hardware:** Specify using codes from Interior Hardware Pricing page.
- **Combination Shutter Options:** Combining louver and panel sections is a common design variation. Indicate your layout from top to bottom. (Example: Louver over panel — L/P) Use Louver Panels Codes from Order Form.
- **Mull or T-Post Placement:** Specify non-proportional mull layouts by measuring from left to the center of mulls or T-posts.



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Account No. _____ Order No. _____ Date _____
 Customer Name _____ Telephone (_____) _____
 Fax (_____) _____ Email _____
 PO Number/Sidemark _____ Quote _____

STYLE CODE	SHUTTER STYLE DESCRIPTION	LOUVER/PANEL OPTION CODES
<input type="checkbox"/> DLI	1-3/8" DesignLine Shutters Traditional Fixed Louver 3/8" thick European Fixed Louver 3/8" thick Single-sided Panel Double-Side Panel	<input type="checkbox"/> TF1 1-7/8" <input type="checkbox"/> TF2 2-1/2" <input type="checkbox"/> TF3 3-1/2" <input type="checkbox"/> TF4 4-1/2" <input type="checkbox"/> EF1 1-3/4" <input type="checkbox"/> EF2 2-1/4" <input type="checkbox"/> EF3 3-1/4" <input type="checkbox"/> SR Raised <input type="checkbox"/> SF Flat <input type="checkbox"/> SV V-Groove Option <input type="checkbox"/> DR Raised <input type="checkbox"/> DF Flat <input type="checkbox"/> DV V-Groove Option
<input type="checkbox"/> PL	1-1/8" Plantation Shutters Traditional Movable Louver 3/8" thick Single-sided Panel Double-Side Panel	<input type="checkbox"/> TM1 1-7/8" <input type="checkbox"/> TM2 2-1/2" <input type="checkbox"/> TM3 3-1/2" <input type="checkbox"/> TM4 4-1/2" <input type="checkbox"/> SR Raised <input type="checkbox"/> SF Flat <input type="checkbox"/> SV V-Groove Option <input type="checkbox"/> DR Raised <input type="checkbox"/> DF Flat <input type="checkbox"/> DV V-Groove Option
<input type="checkbox"/> SS	3/4" Easy Fit Shuttersets Traditional Fixed Louver 1/4" thick	<input type="checkbox"/> SS 1-1/4" Note: No center rail; designed to be double-hung.

FINISHING OPTIONS	<input type="checkbox"/> PS Primed & Sanded <input type="checkbox"/> PH Painted w/Hanging System <input type="checkbox"/> UNF Unfinished <input type="checkbox"/> ST Stained w/Hanging System
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MOUNT	Code
Inside Casing	<input type="checkbox"/> IM
Outside Casing	<input type="checkbox"/> OM
HANGING SYSTEM	Code
Direct to Casing	<input type="checkbox"/> G
Wrap-around Hanging Strip	<input type="checkbox"/> A
Frame Mount 3 Sides (L or Z)	<input type="checkbox"/> C
Frame Mount 4 Sides (L or Z)	<input type="checkbox"/> D
Sliding Bi-Fold Track	<input type="checkbox"/> H
Sliding Bi-Pass Track	<input type="checkbox"/> I
Shutter Only	<input type="checkbox"/> P
PANEL LAYOUT	
<input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> LR	
<input type="checkbox"/> LLRR <input type="checkbox"/> L-LR-R <input type="checkbox"/> LL-LR-RR	

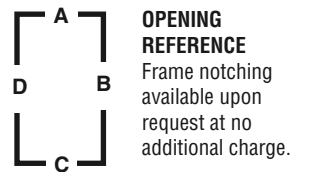
HARDWARE FINISH	Code
Polished Brass	<input type="checkbox"/> PB
Antique Brass	<input type="checkbox"/> AB
Chrome/Nickel	<input type="checkbox"/> CN
Brushed Nickel	<input type="checkbox"/> BN
Oil Rubbed Bronze	<input type="checkbox"/> ORB
White	<input type="checkbox"/> WH
COMBINATION SHUTTERS	
Notate in Special Instructions	
Louver over Panel	<input type="checkbox"/> L/P
Panel over Louver	<input type="checkbox"/> P/L
Louver/Louver/Panel	<input type="checkbox"/> L/L/P
Other	<input type="checkbox"/> X/X/X

TRIM OPTIONS	Code
3/8" Quarter Round	<input type="checkbox"/> QR
3/8" Half Round	<input type="checkbox"/> HR
3/4" x 3/8" Decorative Trim 1	<input type="checkbox"/> D1
3/4" x 3/8" Decorative Trim 2	<input type="checkbox"/> D2
3/4" x 3/8" Decorative Trim 3	<input type="checkbox"/> D3
1-1/4" x 3/8" Decorative Trim 4 Available on flat panel only.	<input type="checkbox"/> D4

Qty.	Room/Window Location	Opening Width	Opening Height	Shutter Style	Louver or Panel Style	Finishing Option	Rail Placement			Custom Options <small>See Price Sheet</small>	Mount IM-OM	Hanging System	Panel Layout	Hardware Finish	Special Instructions <small>Use additional space below.</small>
							RP1	RP2	RP3						
Pr/Ea.	Kitchen 1	60"	72"	PL	TM3	PH	34.5"	---	---	Lever Hand Cutout	OM	D	LLRR	AB	Side B, handle center line 36" from bottom

SPECIAL INSTRUCTIONS _____

PAINT MANUFACTURER _____
 Color Name _____
 Color No. _____
 Sheen _____
 Fax or Email Custom Paint Formula



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(CONTINUED FROM FRONT PAGE. See front page ordering codes.)

Qty.	Room/Window Location	Opening Width	Opening Height	Shutter Style	Louver or Panel Style	Finishing Option	Rail Placement			Custom Options <small>See Price Sheet</small>	Mount IM-OM	Hanging System	Panel Layout	Hardware Finish	Special Instructions <small>Use additional space below.</small>
							RP1	RP2	RP3						

SPECIAL INSTRUCTIONS _____

PAINT MANUFACTURER _____
 Color Name 2 _____ Color No. _____
 Sheen _____
 Color Name 3 _____ Color No. _____
 Sheen _____
 Fax or Email Custom Paint Formula _____

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