

# Customer Requirements Sheet



To help you with specifying your window and door requirements, please follow the three simple steps shown below. Enter all the information **then email or fax this sheet back to us for an initial estimate**. This sheet can also be downloaded from [www.ardenwindows.net/surveying-guide](http://www.ardenwindows.net/surveying-guide)

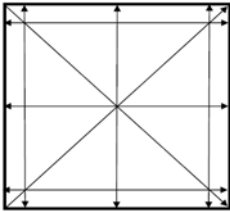
**FAX : 02476 237317 EMAIL: info@ardenwindows.net**

**Step 1** Measure your window and door openings

**Step 2** Decide what **style** you want

**Step 3** Decide on the **finishing touches**

## STEP ONE : MEASURE



Measure width and height at three places, brick to brick from the outside, including the diagonals as shown. Don't assume the opening is square!

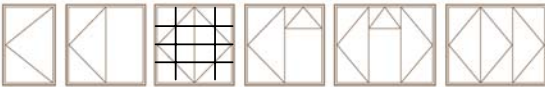
See [www.ardenwindows.net/surveying-guide](http://www.ardenwindows.net/surveying-guide) for more information. Note that a full survey can be arranged but is chargeable.

Dims (mm)	Width	Height	Cill*	Location**
<i>Example</i>	1200	1000	Standard	GFK
Window 1				
Window 2				
Window 3				
Window 4				
Window 5				
Window 6				
Window 7				
Window 8				

\* Either no cill [Stub] or [Standard]

\*\*Ground Floor [GF], First Floor [FL], Second Floor [SF], Bathroom [WC], Dinning Room [DR], Living room [LR], Kitchen [K], Bedroom [B], Study [S]

## STEP TWO : CREATE YOUR STYLE



Leaded

For casement windows (Warwick, Hathaway and Stoneleigh) please sketch a simple line drawing of what you want in the opening as per the example window styles above. Use an arrow to point to the hinge position of each opening sash. Further guidance is available at:

[www.ardenwindows.net/window-terms](http://www.ardenwindows.net/window-terms).

**BAYS:** further guidance can be found at: [www.ardenwindows.net/bay-windows](http://www.ardenwindows.net/bay-windows). For **bi-folding door** configurations, download the bi-fold door leaflet at [www.ardenwindows.net/bifold-doors](http://www.ardenwindows.net/bifold-doors)

For **vertical sliding windows** please put the word 'Kinward' in the relevant window style box. For **Georgian plant-on bars** please put the word 'Plant-on bar' in the relevant window style box.

## STEP THREE: FINISHING TOUCHES

Handle colour

Colours include white [W], Gold [G], Bright Chrome [BC], Satin Chrome, [SC] or Black [B]. Visit [www.ardenwindows.net/ironmongery](http://www.ardenwindows.net/ironmongery) for handle pictures and colours.

Timber (tick) Softwood  Hardwood\*

Finish (tick) Stain  Paint\*

Our standard range of finishes are available at

[www.ardenwindows.net/finish](http://www.ardenwindows.net/finish). If you require a non-standard paint colour or stain, please insert the word 'special' in the relevant box above. Note that 'specials' will incur an extra charge. \*Lyptus Hardwood.

### Your contact details:

Customer Name: \_\_\_\_\_

Site Postcode: \_\_\_\_\_

Tel / Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Window 1

Style

### Window 2

Style

### Window 3

Style

### Window 4

Style

### Window 5

Style

### Window 6

Style

### Window 7

Style

### Window 8

Style

### Door 1

Style

### Door 2

Style

Doors style configurations are available to view at:

[www.ardenwindows.net/stratford-door-styles](http://www.ardenwindows.net/stratford-door-styles). Please insert the name of the door style required in the box above and indicate whether you want 'open out' or 'open in' doors. Please insert the word 'Patio' for double doorsets that open out onto a rear garden.

**Please use additional sheets if required. Note other window/door configurations are available on request.**