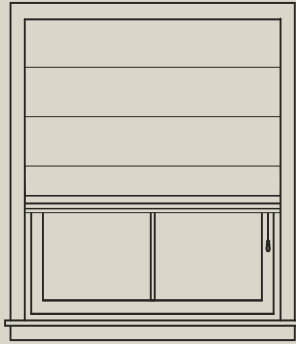


# EVERHEM

## How to Measure for Roman Shades & Woven Woods

### Inside Mount Shade



#### STEP 1

##### MEASURE WIDTH

Measure from inside edge to inside edge and make sure you have at least 1" of mounting depth. We will take a ¼" width deduction for inside mount shades.

*See the diagrams below for clarification.*

#### STEP 2

##### MEASURE LENGTH

Measure length from inside top edge edge to inside bottom edge or the lowest point you want your shade to cover.

### Outside Mount Shade



#### STEP 1

##### MEASURE WIDTH

Measure from outside edge to outside edge. You can add extra width if you want your shade to be wider than the window.

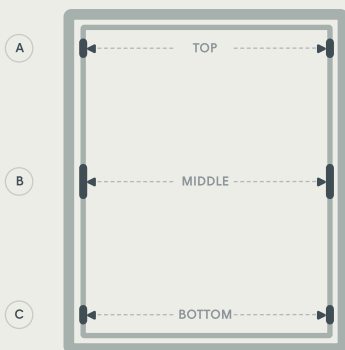
*See the diagrams below for clarification.*

#### STEP 2

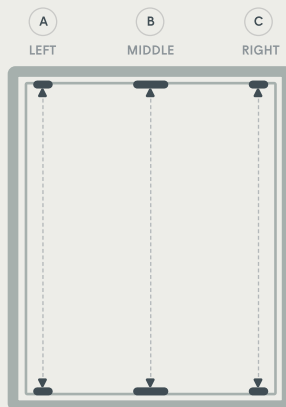
##### MEASURE LENGTH

Measure from outside edge to outside edge. It is recommended to add at least 3½" of additional length so that you can mount the shade above the window.

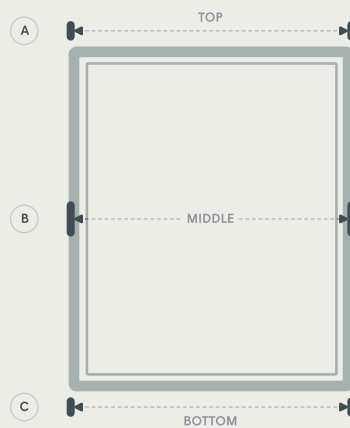
#### STEP 1



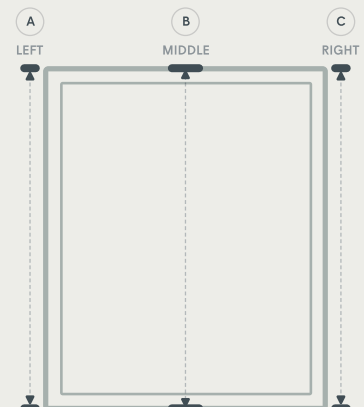
#### STEP 2



#### STEP 1



#### STEP 2



# Roman Shades & Woven Woods Worksheet

1 Room Name/Window Label:

Mount Position

INSIDE MOUNT

OUTSIDE MOUNT

Width	A. TOP	B. MIDDLE	C. BOTTOM
Length	A. LEFT	B. MIDDLE	C. RIGHT

2 Room Name/Window Label:

Mount Position

INSIDE MOUNT

OUTSIDE MOUNT

Width	A. TOP	B. MIDDLE	C. BOTTOM
Length	A. LEFT	B. MIDDLE	C. RIGHT

3 Room Name/Window Label:

Mount Position

INSIDE MOUNT

OUTSIDE MOUNT

Width	A. TOP	B. MIDDLE	C. BOTTOM
Length	A. LEFT	B. MIDDLE	C. RIGHT

4 Room Name/Window Label:

Mount Position

INSIDE MOUNT

OUTSIDE MOUNT

Width	A. TOP	B. MIDDLE	C. BOTTOM
Length	A. LEFT	B. MIDDLE	C. RIGHT

5 Room Name/Window Label:

Mount Position

INSIDE MOUNT

OUTSIDE MOUNT

Width	A. TOP	B. MIDDLE	C. BOTTOM
Length	A. LEFT	B. MIDDLE	C. RIGHT

6 Room Name/Window Label:

Mount Position

INSIDE MOUNT

OUTSIDE MOUNT

Width	A. TOP	B. MIDDLE	C. BOTTOM
Length	A. LEFT	B. MIDDLE	C. RIGHT

# EVERHEM

## How to Measure For Drapery & Hardware

### STEP 1

#### MEASURE WIDTH

Measure from the outside edges of the window frame in 3 places.

Sometimes there are slight measurement discrepancies of as much as a quarter to half an inch in different spots along the same window frame.

### STEP 2

#### MEASURE LENGTH

Measure the height from the top of the window frame to the floor in 3 places.

Sometimes there are slight measurement discrepancies of as much as a quarter to half an inch in different spots along the same window frame.

### STEP 3

#### MEASURE STACK OR STACK BACK WIDTH

Stack is additional width added to your drapery rod as well as your drapery panels. This additional width allows your drapery rod to extend beyond the edges of your window frame and gives your drapery panels a place to stack up when they're open.

Without stack, your drapery panels will still partially cover your window even when open. We recommend adding 8" of stack on each side if you have room.

### STEP 4

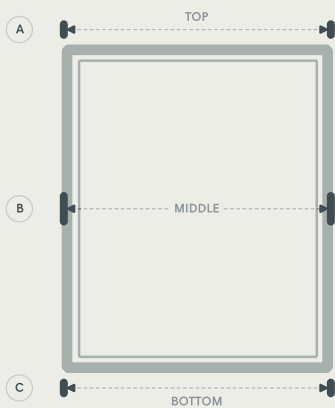
#### MEASURE MOUNTING HEIGHT

We recommend a standard mounting height of 7" above the top of the window frame or moulding.

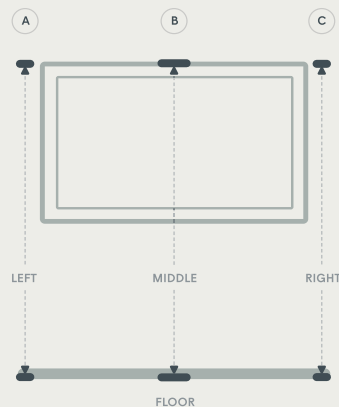
Our standard hardware cannot accommodate a mounting height of less than 3 1/2". If you need to mount your drapes lower than this, please contact us.

*See the diagrams below for clarification.*

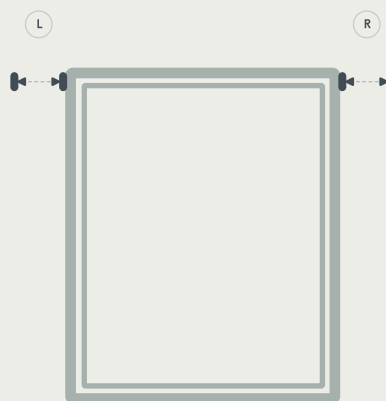
### STEP 1



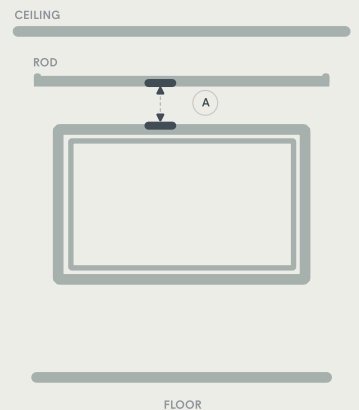
### STEP 2



### STEP 3



### STEP 4



# Drapery & Hardware Worksheet

1 Room Name/Window Label:

Width	A. TOP	B. MIDDLE	C. BOTTOM	Stack	LEFT	RIGHT
Length	A. LEFT	B. MIDDLE	C. RIGHT	Mounting Height		

2 Room Name/Window Label:

Width	A. TOP	B. MIDDLE	C. BOTTOM	Stack	LEFT	RIGHT
Length	A. LEFT	B. MIDDLE	C. RIGHT	Mounting Height		

3 Room Name/Window Label:

Width	A. TOP	B. MIDDLE	C. BOTTOM	Stack	LEFT	RIGHT
Length	A. LEFT	B. MIDDLE	C. RIGHT	Mounting Height		

4 Room Name/Window Label:

Width	A. TOP	B. MIDDLE	C. BOTTOM	Stack	LEFT	RIGHT
Length	A. LEFT	B. MIDDLE	C. RIGHT	Mounting Height		

5 Room Name/Window Label:

Width	A. TOP	B. MIDDLE	C. BOTTOM	Stack	LEFT	RIGHT
Length	A. LEFT	B. MIDDLE	C. RIGHT	Mounting Height		

6 Room Name/Window Label:

Width	A. TOP	B. MIDDLE	C. BOTTOM	Stack	LEFT	RIGHT
Length	A. LEFT	B. MIDDLE	C. RIGHT	Mounting Height		