shade‖SMITH™

FORMS OF PAYMENT (check one):

____ Check ____ Debit
____ Visa ____ Master Card

Card Number:

Expiration Date: _____
Print name as it appears on card: _____
Authorized Cardholder Signature: _____

thank you for your patronage

SHIPPING INFORMATION:

Name: _____

Address: _____ State: _____

Zip: _____E-Mail Address:_____

Day Phone: ( )_____ Fax: ( )_____

THREE WAYS TO ORDER:

- phone - within Illinois - 1.630.226.1249
  outside Illinois - toll free 1.866.350.0107
- mail - P.O. Box 328, Bolingbrook, IL 60440
- fax - 1.630.378.1990

CHOOSE				MEASURE			ORDER			
Product Style	Material / Color	Upgrade (UPG)	Notes, Cord Pos.	Mount (I / O)	Width	Height	Price	UPG	Qty.	Total

Subtotal	
Sales Tax	
Shipping / Handling	
Total	

DELIVERY TIMES

We will begin manufacturing products on all orders received by 4 p.m. central time on the morning of the next business day (excluding weekends and holidays). Most products, ***except woven wood shades, soft shades, drapery panels and fabric valances***, are manufactured in 7-10 business days. Woven wood shades, soft shades, drapery panels and fabric valances, are manufactured in 10-15 business days. All delivery times are estimates based on normal production and shipping times. Once your products are made, standard shipping is 1-3 days. We ship each item as soon as it is made, so multiple items orders may arrive separately.

EXCEPTIONS: Please note: On rare occasions there may be delays due to out-of-stock materials, shipping delays, factory or workroom closures. We will make every effort to notify you whenever we receive notice of any shipping delays (backorder, temporary factory overload, inventory-taking, etc. **shade**SMITH cannot be held responsible for shipping delays caused by problems which are beyond it's reasonable control.

LIMITED LIFETIME WARRANTY

This warranty covers any defects in material or workmanship provided that the product is measured and installed according to the product instructions. In the event that warranty service is needed, call customer service as quickly as possible.

RETURNS, EXCHANGES & CANCELLATIONS

Since window treatments are made to your exact specification, they are not suitable for resale in the ordinary course of business. Therefore, in most cases, orders are not returnable for any reason other than warranty repair. If, however, a change or cancellation can be made (inquire with a design consultant before purchase) notification by phone or email must be received by 5:00 p.m. the day the order was placed. In the event that an order is cancelled, a 10% administrative fee and manufacturers restocking charge is applicable. Orders cannot be cancelled or changed once production has begun. Please inquire with customer service before making final decisions

MERCHANDISE INSPECTION

shadeSMITH reserves the right to inspect merchandise as soon as it is received from the manufacturer. If the merchandise has been damaged in shipment or the incorrect order has been shipped, **shade**SMITH will replace merchandise and inform you of it's status.

COLOR & MATERIAL REPRESENTATION

Color swatches may very slightly from current dye lots. For that reason, we cannot guarantee exact matches on subsequent orders. Please make all orders final using same color swatches.

PAYMENT AT TIME OF ORDER

Since all windows treatments are custom made to your specification, all orders are paid in full when the order is placed. All orders paid by personal check will require a 5-7 day holding period before production can begin on window treatments. **Please make all checks payable to: shadeSMITH**

FOR CUSTOMER ASSISTANCE: CALL 1.630.226.1249 or 1.866.350.0107 9 A.M. - 5 P.M. MONDAY - SATURDAY **OR** Click Here to Contact Us