MEASURING GUIDE

For Cubicle Curtains and Track, Draperies, Valances and Blinds

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Introduction

Medline offers a wide range of custom-manufactured products, including draperies, valances, cubicle curtains, hardware, table linens, blinds and much more. You can dramatically improve the look of a room by updating these items, and we can help. The first step is getting the right measurements.

This book is designed to help you do just that. Each section gives directions and includes the appropriate order form for each type of product. This is meant to be a basic guide and is not all inclusive. We offer an array of products for specialty applications also.

Regulatory Compliance

All cubicle curtains and drapery sold by Medline are permanently flame-retardant and pass NFPA 701 testing. We will provide proof of this upon request. All cubicle curtains with mesh use 1/2" nylon mesh and 20" is the preferred height. Medline will use 20" of mesh unless instructed otherwise. Please note that if using less than 20" of mesh, it is recommended to have approval from the local fire marshal, who is responsible for determining acceptable mesh height standards.

Do’s and Don’ts of Measuring

1. Do always measure every window, ceiling or track (depending on the product you need) even when doing multiple rooms. Although the windows or track may look to be the same size, they may be a little different.

2. Do consider any obstructions that may hinder operation or installation of the product. Possible obstructions may include: heating vents, pipes, air conditioners or columns.

3. Don’t install cubicle track over lights – you won’t be able to change the bulbs.

4. Do round your measurements up and use the appropriate increment. Measure cubicle track, cubicles, and table linens to the nearest inch; and draperies and blinds to the nearest 1/8".

5. Do use a 1" steel measuring tape.

6. Do record all important information regarding hardware when having a product made to fit existing track/rods (for example, when the customer plans on using an existing drapery rod, be sure to measure rod face, projection from the wall and count the number of carriers). Refer to the appropriate product section for information you will need to gather.

7. Don’t measure only the drapery or cubicle curtain when ordering replacements. You shouldn’t assume that the existing drapery or cubicle is the one that was made to fit the rod. Many times after laundering, these products are reinstalled in the wrong rooms. It is safer to measure the hardware.

8. Don’t approve a mock-up sample without installing it.

9. Do list “Width” first and “Height” second when giving measurements (67"W X 90"H).

10. Do call/e-mail the Cubes and Drapes division for help when needed.
Measuring Cubicle Track

Description
Our most popular cubicle track, “Supreme” track, is high-quality and heavy-duty, making it perfect for areas of heavy use. Carriers are self-lubricating, and three per foot are included with all standard track. It is customary to use standard track sizes and splice (join) them together to build the track configuration. End caps and splices (two per bend, one with straight track over 8’ long) also are included with track. Please note there are other styles of track and carriers available upon request.

How to Measure
1. Measure along the floor and treat rounded corners as square corners for measuring purposes (bends are softer but measure as if hard corners). Draw track shape and label each side of the track with measurement in feet. Give the entire length of each side of track right up to the square bend (for example, 7’ X 9’ with a 90° bend).
2. For any bends in track, determine if they are 90° or 45°. These are the two kinds available.
3. For adjacent tracks in multibed areas, be sure to add 9” for overlap (see image below). This allows the tracks to create privacy where they meet.

How to Order
Standard item numbers are available for you to place orders for track directly into our system. You first must figure out the correct item numbers to use, which are listed on the next page. Here is how to do it. Refer to drawing on adjacent page.
1. On your track drawing, begin with the corner and section off a 2’ X 2’ bend, noting the degree of bend (45° or 90°). Also available are 3’ X 3’ foot bends, but they are more costly to ship. Item number for a 2’ X 2’ bend will be SUP2X2FTW90 or SUP2X2FTW45 (depending on degree of bend).
2. Subtract from each track side length the amount taken up by the bend. In the case where you used a 2’ X 2’ bend, you would subtract 2’ from each side it attaches to. These items are the straight pieces that attach to the bend. Examples are: SUP6FTSTR (6’ track section), SUP8FTSTR (8’ track section), etc.

Above: Example of track drawing. (All tracks include 90° bends.)
CUBICLE TRACK ITEM NUMBERS

CUBICLE-SUPREME TRACK

SUP2FTSTR  SUPREME TRACK 2’ STRAIGHT
SUP30INSTR  SUPREME TRACK 30” STRAIGHT
SUP3FTSTR  SUPREME TRACK 3’ STRAIGHT
SUP42INSTR  SUPREME TRACK 42” STRAIGHT
SUP4FTSTR  SUPREME TRACK 4’ STRAIGHT
SUP54INSTR  SUPREME TRACK 54” STRAIGHT
SUP5FTSTR  SUPREME TRACK 5’ STRAIGHT
SUP66INSTR  SUPREME TRACK 66” STRAIGHT
SUP6FTSTR  SUPREME TRACK 6’ STRAIGHT
SUP78INSTR  SUPREME TRACK 78” STRAIGHT
SUP7FTSTR  SUPREME TRACK 7’ STRAIGHT
SUP90INSTR  SUPREME TRACK 90” STRAIGHT
SUP8FTSTR  SUPREME TRACK 8’ STRAIGHT
SUP102INSTR  SUPREME TRACK 102” STRAIGHT-SPliced
SUP9FTSTR  SUPREME TRACK 9’ STRAIGHT-SPliced
SUP114INSTR  SUPREME TRACK 114” STRAIGHT-SPliced
SUP10FTSTR  SUPREME TRACK 10’ STRAIGHT-SPliced
SUP102INSTRU  SUPREME TRACK 102” STRAIGHT-UNspliced
SUP9FTSTRU  SUPREME TRACK 9’ STRAIGHT-UNspliced
SUP114INSTRU  SUPREME TRACK 114” STRAIGHT-UNspliced
SUP10FTSTRU  SUPREME TRACK 10’ STRAIGHT-UNspliced
SUP2X2FTW45  SUPREME TRACK 2' X 2' W/45° BEND
SUP2X2FTW90  SUPREME TRACK 2' X 2' W/90° BEND
SUP3X3FTW45  SUPREME TRACK 3' X 3’ W/45° BEND
SUP3X3FTW90  SUPREME TRACK 3' X 3’ W/90° BEND

*Please note: Unspliced track longer than 8’ is freight intensive.

Cubicle Track Accessories

MCD114130C  Supreme Chain Carrier (old style with chain) (A)
MCD114130  Supreme Standard Carrier, plastic with metal hook standard type sent with track (shown left)
MCD114140  Supreme Track Splice
MCD116060  Cubicle Tie Back (minimum order 4 each, white twill tape secures in metal part that attaches to wall)
MCD114132  Supreme Spool Carrier (B)
MCD114131  Supreme Break-away carrier (for psyche areas) (C)
MCD114120  Supreme end cap with pull-out assembly
MCD114110  Supreme end cap (plug style)

*Note: Track parts are meant to fit their brand of track and not every part is interchangeable. In cases where your customer is asking for replacement carriers, the best way to see if we can provide the carrier is to make a copy of it and fax it into the division. Also, if track length needed is not listed above, round up to the nearest size available and specify exact finished length desired in PO text. All unspliced track (continuous rail) longer than 8’ will ship via common carrier and have a crating fee of $15.00.

Call the division for any special requests.

Above: Example shows how to determine parts needed to create an L-shaped cubicle track.
Measuring Cubicle Curtains

Description
Cubicle curtains are curtains used around beds, in front of doorways and in other areas where privacy is an issue. All health care facilities are required to provide a certain level of privacy for their patients/residents. Materials used for curtains must be flame retardant (pass the NFPA 701 test) and 1/2” mesh must be used at top to allow sprinkler water to penetrate curtain if there is a fire. 20” of mesh is standard. The curtains hang from the carriers installed into cubicle track.

How to Measure

1. Calculate the Curtain Height
   - Measure the ceiling height in inches (example: 9’ ceiling).
     • Subtract 2” for the carriers. – 2”
     • Subtract 12” to 14” from the floor. – 12”
     • If mesh is needed, subtract 20” for the mesh. – 20”
   
   Fabric height = 74”

   You could express this height as 74”H + 20” mesh or 94”H, including 20” mesh.

2. Calculate the Curtain Width
   - Measure the length of the track in inches (example: 15’ – this will be all the track sides added together).
     • Add 10% to provide fullness to the curtain. + 18”
   
   Minimum curtain width = 198”

   *Note: You must round up to the next width of fabric available for your curtain width to use standard item numbers. These standard widths are as follows: 68”, 102”, 136”, 170”, 204”, 238”, 272” or 306”. Curtains wider than 306” are not recommended. Call the division for help with special sizes.

For our example, size calculated above would be 204”W X 94”H, including 20” mesh

3) Build your Cubicle Curtain Item Number
Many cubicle sizes have item numbers already set up to order. Here’s how you can locate them. (There is a file in Afaria, “Cubicle Standard Item Numbers,” listing these item numbers in the Interiors 70 folder.)

- Choose fabric and color from “Medline Sourcebook” (LIT249) and record the 3-letter code for both. (Example: Spring Frost is “SFQ” and Copen is “COP.”)
- Build the item number. First use the 3-letter fabric code; followed by the width of curtain; an “X”; the height of curtain, including the 20” for mesh; an “M”; and then finally the 3-letter color code.

SFQ204X94MCOP is the item for a Spring Frost 204”W X 94”H with 20” white mesh, color Copen.
# Cubicle Curtain and Track Order Form

*Note: Copy this form and use to place order.*

**Interiors Order Form - Cubicle, Track & Shower Curtains**

Fax # 847-949-3116 or Email to Interiors Mailbox

Note: All orders ship C-Freight

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<th>Sold To</th>
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<th>Indicate Product</th>
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<th>Fabric Color</th>
<th>New Item Number (for office use only)</th>
<th>Finished Curtain Width in Inches</th>
<th>Total Finished Curtain Height in Inches including mesh if needed</th>
<th>Finished Mesh Height in Inches</th>
<th>Mesh Color: Beige, Mauve, Peach, Green</th>
<th>C-Base</th>
<th>Room Num.</th>
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**Track**

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**Track Diagram**

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All Products are custom made and not returnable.

Authorized Signature: ____________________________

www.medline.com

1-800-633-5463
"We’ve Got Styles For You!"

We offer several types of draperies and valances, but typically sell a few basic kinds to the health care market. This guide reviews the most commonly sold styles and help in ordering all other styles can be provided upon request.

Draperies are usually operational and used to decorate windows, provide privacy, conserve energy, and control light and noise. **Lining**, a fabric backing for the drape, is an option for all drapes. It is used to enhance light control, protect the fabric from sun damage, create a fuller-looking treatment and conserve energy. There are three kinds of lining: Polyester (will diffuse light), Thermal (blocks light, best for energy saving) and Blackout (blocks light). Polyester lining is the most popular.

**Valances** and **Cornices** are primarily used to decorate windows and are not operational. Lining the valance is also an option and should be considered. A common height for valances and cornices is 15”.

**Snap Drapery Systems**

Snap draperies, often used in Alzheimer’s units and psychiatric areas, are available also. Accordia-fold draperies have deep-tailored pleats sewn and ripplefold draperies have gentle folds created when it is installed on the rod. Both styles have snaps sewn into the drapery that attach to the rod carriers (snap on), making them easy to remove, launder and reinstall. The hardware, made of extruded aluminum and ordered separately, is strong but light. When ordering snap drapery to fit an existing rod, more information is required; and we recommend sending in the existing drape to use as a template. Please refer to “Questionnaire for Snap Drapery” and fill out completely in those cases.
Measuring Pinch Pleated and Rod Pocket Draperies – INSIDE MOUNT

1. Measure the Width and Height of Window

Decide if the drapery will be mounted inside the window opening (IM) or on the outside of the window frame (OM). Follow instructions below for mounting drapes inside the window. The width will be recorded as “rod width” on the order form and height of drapery as simply “finished height.”

A. Measure the inside width of window opening from left to right inside the frame (A); deduct 1/4” for clearance.

Example: 56”W – 1/4” = 55 3/4”W

B. Measure the height of the window opening inside the frame (E); deduct 1/2” for window sill clearance to calculate finished height.

Example: 60”H – 1/2” = 59 1/2”H

C. Record the finished width from step 1 and finished height from step 2 on the drapery order form (see page 22).

For this example, size would be 55 3/4” wide (rod width) X 59 1/2” high (finished height).
2. Determine Draw

The “draw” describes the operation of the drapery. Choose from the following:

- Center Draw (C): Two panels split from the center and pull to each side
- Right Draw (R): One panel draws to right when stacked, cords right
- Left Draw (L): One panel draws to left when stacked, cords left

3. Calculate Pocket Size (for Top Pocket Drapery Only)

The pocket is the sleeve needed to insert a rod on a top pocket drapery. It should be 1” larger than the rod.

rod size + 1” = ________” pocket size

Examples: 1” curtain rod + 1” = 2” pocket size
2 1/2” wide rod + 1” = 3 1/2” pocket size

4. Specify Stand-up Header Size (for Top Pocket Drapery Only)

The stand-up header is the ruffle sewn above the rod pocket on the drapery and is an option for all top pocket draperies. A typical header measures between 1” and 3” and is included in the drapery height when specified. Please note if a stand-up header is desired and if so, how tall it should be on the order form.

stand-up header_______________ ”H
Measuring Pinch Pleated and Rod Pocket Draperies – OUTSIDE MOUNT

1. **Measure the Width and Height of Window**

   Decide if the drapery will be mounted *inside the window* opening (IM) or on the *outside of the window frame* (OM). Follow instructions below for drapes to be mounted outside the window frame. The width will be recorded as “rod width” on the order form and height of drapery as simply “finished height.”

   A. Measure the outside width of window from left to right outside the frame. Add 8” for rod placement or customer preference (B). If rod exists measure rod face without adding 8”.

   \[
   \text{Width} + 8” = \text{W}
   \]

   Example: 60” + 8” = 68”W

   B. Measure the height of the window opening outside the frame. (F). Add 8” (4” above window, 4” below) for rod placement or customer preference.

   \[
   \text{Height} + 8” = \text{H}
   \]

   Example: 65” + 8” = 73”H

   C. Record the finished width from step 1 and finished height from step 2 on the drapery order form (see page 22). Example: Finished size for above would be 68”W (rod width) X 73”H (finished height).

   D. Measure the distance of projection from the wall. This measurement should be recorded on the order form as the “**return depth**.” The return is the part of the drapery that fits over the end of the rod to cover the gap due to projection. It is easiest to measure the side at one end of the rod on existing hardware to obtain this, however if the rod and drapery will be ordered together, you can simply suggest 3” returns or what the customer prefers. For any outside mount draperies that butt up to a wall on one side but not the other, you only need one return, but typically there are two returns required. Note that on order form under “**number of returns**.”

   \[
   \text{Return depth}
   \]
2. Determine Draw

The “draw” describes the operation of the drapery. Choose from the following:

- Center Draw (C): Two panels split from the center and pull to each side (2 RETURNS)
- Right Draw (R): One panel draws to right when stacked, cords right (1 RIGHT RETURN)
- Left Draw (L): One panel draws to left when stacked, cords left (1 LEFT RETURN)

3. Calculate Pocket Size (for Top Pocket Drapery Only)

The pocket is the sleeve needed to insert a rod on a top pocket drapery. It should be 1” larger than the rod.

\[ \text{rod size} + 1" = \text{pocket size} \]

Examples: 1” curtain rod + 1” = 2” pocket size
2 1/2” wide rod + 1” = 3 1/2” pocket size

4. Specify Stand-up Header Size (for Top Pocket Drapery Only)

The stand-up header is the ruffle sewn above the rod pocket on the drapery and is an option for all top pocket draperies. A typical header measures between 1” and 3” and is included in the drapery height when specified. Please note if a stand-up header is desired and if so, how tall it should be on the order form.

stand-up header_______________"H
Measuring Valances and Cornices – INSIDE MOUNT

1. Measure the Width and Height of Window
   Decide if the drapery will be mounted inside the window opening (IM) or on the outside of
   the window frame (OM). It is more common to mount a valance on the outside, but if there is
   enough window depth some people prefer to mount inside the window frame. Follow instruc-
   tions below for valances to be mounted inside the window opening. The width will be record-
   ed as “rod width” on the order form and height of the valance as simply “finished height.”

   A. Measure the inside width of window opening
      from left to right inside the frame (A); width – 1/4” = _______”W
      deduct 1/4” for window clearance.
      Example: 56” – 1/4” = 55 3/4”

   B. Measure the height of the valance/cornice;
      typical heights range from 12” – 15” high. _______”H

      *This is a matter of preference. Be sure to show the valance height using your measuring tape and have the customer determine.

   C. Record the finished width from step 1 and finished height from step 2 on the drapery order form (see page 22).

2. Calculate Pocket Size (for Top Pocket Only)
   The pocket is the sleeve needed to insert a rod on a top pocket draper y. It should be 1” larger than the rod.
   rod size + 1” = _______” pocket size
   Examples: 1” curtain rod + 1” = 2” pocket size
   2 1/2” wide rod + 1” = 3 1/2” pocket size

3. Specify Stand-up Header Size (for Top Pocket Drapery Only)
   The stand-up header is the ruffle sewn above the rod pocket on the drapery and
   is an option for all top pocket draperies. A typical header measures between 1”
   and 3” and is included in the drapery height when specified. Please note if a
   stand-up header is desired and if so, how tall it should be on the order form.
   stand-up header _______”H
Measuring Valances and Cornices – OUTSIDE MOUNT

1. **Measure the Width and Height of Window**

   Decide if the valance or cornice will be mounted inside the window opening (IM) or on the outside of the window frame (OM). It is more common to mount a valance on the outside, but if there is enough window depth some people prefer to mount inside the window frame. Follow instructions below for valances to be mounted outside the window. The width will be recorded as “rod width” on the order form and height of drapery as simply “finished height.”

   A. Measure the outside width of window from left to right outside the frame; add 8" for rod placement or customer preference (B). If rod exists, measure rod face without adding 8".

   
   \[ \text{Width} + 8" = \text{W} \]

   Example: 60" + 8" = 68"W

   *If the valance or cornice is fitting over another product (drapery or blind), be sure to allow extra width to clear what will be behind it. It may be necessary to add more than 8" in some cases. Allow at least 2" on each side of the product that you need to clear. For example, if the blind is 50"W, the cornice fitting over it should be at least 54" (2" more on each side).

   B. Measure the height of the valance/cornice; typical heights range from 12”H – 15”H

   \[ \text{Height} \]

   *This is a matter of preference. Be sure to show the valance height using your measuring tape and have the customer determine.

   C. Record the finished width from step 1 and finished height from step 2 on the drapery order form (see page 22).

   D. Measure the distance of projection from the wall. This measurement should be recorded on the order form as the “return depth.” The return is the part of the valance/cornice that fits over the end of the rod to cover the gap due to projection. Cornices don’t need rods, but these side parts that reach back towards the wall also are called “returns” and need to be measured. It is easiest to measure the side at one end of the rod on existing hardware to obtain this; however, if the rod and valance will be ordered together, you can simply suggest 3” returns or what customer prefers. For any outside mount draperies that butt up to a wall on one side but not the other, you only need
one return, but typically there are two returns required. Note that on order form under “number of returns.”

*If the valance or cornice is to fit over another product (drapery or blind), be sure to allow extra clearance. Add at least 3" more for the “return” on any valance or cornice that will be mounted over the top of a blind or drapery. For example, if the blind projects 3 1/2” from the wall, the cornice or valance fitting over it should have a return of at least 6 1/2”.

______” return depth

_# of returns_

2. Calculate Pocket Size (for Top Pocket Only)

The pocket is the sleeve needed to insert a rod on a top pocket drapery. It should be 1” larger than the rod.

rod size + 1” = ______” pocket size

Examples: 1” curtain rod + 1” = 2” pocket size
2 1/2” wide rod + 1” = 3 1/2” pocket size

3. Specify Stand-up Header Size (for Top Pocket Drapery Only)

The stand-up header is the ruffle sewn above the rod pocket on the drapery and is an option for all top pocket draperies. A typical header measures between 1” and 3” and is included in the drapery height when specified. Please note if a stand-up header is desired and if so, how tall it should be on the order form.

stand-up header_______________ ”H

⇐ Stand-up Header
Measuring Snap Drapery – ACCORDIA-FOLD AND RIPPLEFOLD

Before measuring for snap drapery, you must determine the correct application below. Then, please refer to the appropriate section in the following pages.

Is the drapery …
• Accordia-fold or ripplefold?
• Does the rod already exist or will you be ordering a new rod with the drapery?
• Will the drapery be mounted inside or outside the window frame?

Measuring When No Rod Exists

Decide if the drapery will be mounted inside the window opening (IM) or on the outside of the window frame (OM). Follow instructions below. The width will be recorded as “rod width” on the order form and height of drapery as simply “finished height.”

*Hardware is sold separately and should be ordered at the same time as the drapery to ensure proper fit. As a standard, overlap master rods will be used and include the 30” baton to attach through the drape on the front side. Hardware can be ordered with a cord draw or hand draw for psychiatric areas where cords are not allowed. Please specify on your order form. A mock up curtain will ship for every order of accordia-fold or ripplefold made to fit existing hardware.

1. Determine Drapery Style
   Should the drapery be accordia-fold or ripplefold style?
   (record this on order form) ________________style
   Accordia-fold (Has Sewn Pleats)  Ripplefold (Flat Panel)
2. Measure Width and Height

- For **Inside Mounted (IM)** Drapery:

  A. Measure the inside width of window opening from left to right inside the frame (A); subtract 1/2" for rod clearance.

  \[ \text{Width} = \text{measured width} - 1/2" \]

  Example: \( 56" - 1/2" = 55 1/2" \) W

  B. Measure the height of the window opening inside the frame (E); subtract 1 1/2" for rod and sill clearance.

  \[ \text{Height} = \text{measured height} - 1 1/2" \]

  Example: \( 60" - 1 1/2" = 58 1/2" \) H

  C. Record the finished width from step 1 and finished height from step 2 on the drapery order form (see page 22).

    Example: Finished size for above would be \( 55 1/2" \) W (rod width) X \( 58 1/2" \) H (finished height).

- For **Outside Mounted (OM)** Drapery:

  A. Measure the outside width of window from left to right outside the frame (B); add 8" (4" extra on each side).

  \[ \text{Width} = \text{measured width} + 8" \]

  Example: \( 60" + 8" = 68" \) W

  B. Measure the height of the window opening outside the frame (F); add 8" (4" above window, 4" below).

  \[ \text{Height} = \text{measured height} + 8" \]

  Example: \( 65" + 8" = 73" \) H

  C. Record the finished width from step 1 and finished height from step 2 on the drapery order form (see page 22).

    Example: Finished size for above would be \( 68" \) W (rod width) X \( 73" \) H (finished height).
3. **Determine Draw Direction**

The “draw” describes the operation of the drapery. Choose from the following:

- **Center Draw (C):** Two panels split from the center and pull to each side
- **Right Draw (R):** One panel draws to right when stacked, cords right
- **Left Draw (L):** One panel draws to left when stacked, cords left

4. **Determine Draw Style**

*Note on order form which of the three options below the customer prefers.

- A cordless draw?
- A baton draw? If so, should the baton hang on the front side or behind the drapery?
- A cord draw, where the controls are at the end of the rod?
Measuring When the Rod Exists

If the drapery to be replaced can be sent into the division, that is ideal. It can be used as a template to make the new drapery that will surely fit the existing rod. If that is not possible, please follow the directions below carefully.

Determine if the existing drapery is mounted inside the window opening (IM) or on the outside of the window frame (OM). Follow instructions below accordingly. The width will be recorded as “rod width” on the order form and height of drapery as simply “finished height.”

1. Determine Drapery Style
   Should the drapery be accordia-fold or ripplefold style? (record this on order form) __________ style

2. Measure Width and Height
   • For Inside Mounted (IM) Drapery:
     A. Measure the rod from left to right. _______"W
     B. Measure from top of the rod to the sill; subtract 11/2" for clearance.
        _____ − 1 1/2" = _______"H
        Example: 60" − 1 1/2" = 58 1/2"H
     C. Record the finished width from step 1 and finished height from step 2 on the drapery order form (see page 22).
   • For Outside Mounted (OM) Drapery:
     A. Measure the rod from left to right. _______"W
     B. Measure from top of rod to 4" past window sill or customer's preference.
        _____ + 4" = _______"H
        Example: 65" + 4" = 69"H
     C. Record the finished width from step 1 and finished height from step 2 on the drapery order form (see page 22).
3. Determine Draw Direction

The “draw” describes the operation of the drapery. Choose from the following:

- Center Draw (C): Two panels split from the center and pull to each side
- Right Draw (R): One panel draws to right when stacked, cords right
- Left Draw (L): One panel draws to left when stacked, cords left

4. Determine “Overlap Master” or “Butt Master”

There are two kinds of master carriers, and it is important to specify which one the rod uses.

Images of Drapery, Top View

- Butt Master
- Overlap Master

5. Determine Draw Style

Note on order form which of the three options below the customer prefers.
- A cordless draw?
- A baton draw? If so, should the baton hang on the front side or behind the drapery?
- A cord draw, where the controls are at the end of the rod?

6. Answer the Questions on the Following Page

The form, “Questions to Ask for Ripplefold/Accordia-fold,” (p. 21) includes important information needed to manufacture the curtain. Please fill out completely and fax in with completed order (p. 22).
5 Questions to Ask When Ordering Ripplefold/Accordiafold Drapery to Fit Existing Rod

1. Look at the drapery we are replacing. The end of the drapery that moves may have a plastic plate sewn in at the top where it connects to the rod. This is an overlap stiffener. Do you see one there? __________

2. Is the plastic piece, or overlap stiffener, 1” X 3” or is it 3” X 3”? There are two different kinds, and it is important to use the right one. Below are images of what they look like. If none exist, please note that on order form. ______________

3. Look at the master carrier (moving part of the rod) to see if it is metal or plastic. A plastic part needs a snap sewn in the drapery, but a metal master carrier needs the overlap stiffener. Which kind is it? _________________

4. Next, look at the way the baton is attached. Does it screw right through the drapery or does it go up and over the drapery and attach with a snap hook? This information tells us what kind of rod they have and how to make that part of the drapery to fit it correctly. Circle the carriers to the right.

If we are supplying the rod, we will always use the 94134 series where the rod screws through the drapery and into the carrier (picture on left). The right picture is a butt-master.

5. Lastly, count the number of carriers on the rod and the number of snaps on the drapery. Usually there are more snaps on the drapery than carriers. You will need to remove the drapery to do this. How many carriers are on the rod? ______________

How many snaps are on the drape? ______________

*Note: Without complete, accurate information, we cannot guarantee the product will fit correctly. A mock up (sample of one) will be sent out for approval prior to completing the entire order, for all orders where a new drapery is being manufactured for an existing rod. We encourage sending in the drapery we are replacing if possible to be used as a template for the new one.
DRAPERY AND VALANCE ORDER FORM

Interiors Order Form - Drapes, Valances & Rods
Fax # 847-949-3116 or Email to Interiors Mailbox
Note: All orders ship C-Freight

<table>
<thead>
<tr>
<th>Ship To</th>
<th>Sold To</th>
<th>Date</th>
<th>Indicate Product</th>
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<td>Valances</td>
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<td>Account #</td>
</tr>
</tbody>
</table>

- Pinch Pleat
- Ripplefold
- Accordis-told
- Top Pocket
- T & B Pocket
- 7" ruffled sleeve
- 11" ruffled sleeve
- T & B Pocket
- Other

Customer PO#  Sales Rep #  Customer Contact Name and Number & fax#: 

Draperies, Valances and Rods

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<thead>
<tr>
<th>QTY</th>
<th>Fabric Name</th>
<th>Fabric Color</th>
<th>Mount IM or OM</th>
<th>Draw Center Right Left</th>
<th>If OM Return Depth in Inches</th>
<th># of Returns 1 or 2</th>
<th>Lining Type</th>
<th>Poly Blackout Thermal</th>
<th>Rod Width in Inches</th>
<th>Finished Height in Inches</th>
<th>Room Number</th>
<th>Sell Price</th>
<th>T&amp;B PKT ONLY Pair or Panel</th>
<th>T&amp;B PKT ONLY Pocket Size</th>
</tr>
</thead>
</table>

Drape or valance fullness will be 100% unless otherwise requested.
All Products are custom made and not returnable.

Authorized Signature: ____________________________
Measuring Blinds

**Description:** Several different kinds of blinds are available, and it is important to measure for the specific type that will be ordered. For the health care market, *horizontal blinds* (includes mini blinds, 2” curved PVC and faux wood blinds) and *vertical blinds* are the most popular. These styles will be covered in this guide. Please contact your Medline representative for help ordering other styles of blinds.

Horizontal Blinds

1” Mini Blind

2” Horizontal Blind

Vertical Blind
Measuring Blinds for INSIDE MOUNT

Determine if the blind will be mounted inside the window opening (IM) or on the outside of the window frame (OM). Follow instructions below for blinds to be mounted inside the window opening. The width will be recorded as “finished width” on the order form and height of the blind as simply “finished height.”

*Consider the depth of the window when inside mounting the blind. Here are the required window depths for each style of blind to be fully recessed (flush mounted).

- Mini blind 1 3/4”
- Vertical blind 3 3/4”
- 2” horizontal 3”

1. Measure the Window
   A. Measure the width inside the window frame to the nearest 1/8”. Measure at the top, middle and bottom of the window. Record the narrowest width. _________”W

   B. Measure the height inside the window frame to the nearest 1/8”. Measure at the right, middle and left side. For horizontal blinds, use the longest measurement.
   For vertical blinds, use the shortest measurement. _________”H

   C. Record the finished width from step 1 and finished height from step 2 on the blind order form (see page 28).

*Note: Take no deductions when measuring, as all necessary deductions for a proper fit are made when the blinds are manufactured as “inside mounted” blinds. Please give exact opening dimensions.
2. Determine Controls
The controls are the mechanisms used to open, close and tilt the blinds. For both vertical and horizontal, there is a tilter (tilts the slats when used) and cords to lift or draw the blinds off the window.

Typically mini blinds have the tilter on the left and the pull cords on the right, but you can specify them on the same side or the opposite of that.

For vertical blinds, the cords can be on the right or left side of blinds that operate as a split or center draw (half of the vanes stack on the right side of the window, half stack on the left). If the blind operates as a one-way draw (all the vanes stack on one side of the window), the cords should be placed on the same side where the vanes stack when pulled off the window.

Record this information on the blinds order form.

3. Determine Draw (for Vertical Blinds Only)
The “draw” describes the operation of the blind. Choose from the following:

- Center Draw (C): Two panels split from the center and pull to each side
- Right Draw (R): One panel draws to right when stacked, cords right
- Left Draw (L): One panel draws to left when stacked, cords left

4. Specify if a valance is needed (for Vertical Blinds Only)
For vertical blinds, there is an optional, decorative valance made of the same material as the vanes to cover the headrail. If desired, please specify to “include valance” on the order form.
Measuring Blinds for OUTSIDE MOUNT

Determine if the blind will be mounted inside the window opening (IM) or on the outside of the window frame (OM). Follow instructions below for blinds to be mounted outside the window frame. The width will be recorded as “finished width” on the order form and height of the blind as simply “finished height.”

1. **Measure the Window**

   A. Measure the desired width outside the window frame to the nearest 1/8".
      - For vertical blinds, add 8" for headrail placement or customer preference if no obstructions.
      - For all other blinds, add 4" to minimize light leakage.
      
      __________"W

   B. Measure the desired height outside the window frame to the nearest 1/8".
      - For vertical blinds, add 8" for headrail placement or customer preference if no obstructions.
      - For all other blinds, add 4" to minimize light leakage.
      
      __________"H

   C. Record the finished width from step 1 and finished height from step 2 on the blind order form (see page 28).

2. **Determine Controls**

   The controls are the mechanisms used to open, close and tilt the blinds. For both verticals and horizontals, there is a tilter mechanism (tilts the slats or vanes) and cords to lift or draw the blinds off the window.

   Typically *mini blinds* have the tilter on the left and the pull cords on the right, but you can specify them on the same side or the opposite of that.

   For *vertical blinds*, the cords can be on the right or left side if the blind are to operate as a split or center draw (half of the vanes stack on the right side of the window, half stack on the left). If the blind is to operate as a one-way draw (all the vanes stack on one side of the window), the cords should be placed on the same side as the vanes when they are stacked off the window. Record this information on the blinds order form.
3. **Determine Draw (for Vertical Blinds Only)**

The “draw” describes the operation of the blind. Choose from the following:

- **Center Draw (C):** Two panels split from the center and pull to each side
- **Right Draw (R):** One panel draws to right when stacked, cords right
- **Left Draw (L):** One panel draws to left when stacked, cords left

4. **Specify if a Valance Is Needed (for Vertical Blinds Only)**

For vertical blinds, there is an optional, decorative valance made of the same material as the vanes to cover the headrail. If desired, please specify to “include valance” on the order form.
BLINDS ORDER FORM

Interiors Order Form - Vertical, Horizontal Blinds & Shades
Fax # 847-949-3116 or Email to Interiors Mailbox
Note: All orders ship C-Freight

*Note: Copy this form and use to place order.

<table>
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Customer PO# | Sales Rep # | Customer Contact Name and Number & fax#:

Vertical or Horizontal Blinds or Shades

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<th>Color Name &amp; code</th>
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<th>Finished Width</th>
<th>Finished Height</th>
<th>Controls Left or Right</th>
<th>Room Number</th>
<th>Sell Price</th>
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All Products are custom made and not returnable.

Authorized Signature: ________________________________

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