



**R-SERIES ROLLER CLUTCH SOFT SHADE SYSTEM** REV January 1, 2021

Encased Lift Cord or 6" Lift Band | **BUILDS DO NOT INCLUDE LIFT CORD OR LIFT BAND**

Systems are built with 1 1/2" diameter roller tube  
12" cords are only included to show the correct routing

**ACCOUNT #** \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Date: \_\_\_\_\_  
 Street address: \_\_\_\_\_ Person to contact with technical questions: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ PO: \_\_\_\_\_ Ph: \_\_\_\_\_ Fx: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ (required for shipping confirmation)  
 Ship to: (if different from above) \_\_\_\_\_ Attn: \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PLEASE COMPLETE ITEMS 1 THROUGH 10.** For assistance, call Customer Service at 800.343.4542 or 704.866.0650.

**1** Total number of shades to be made to these specifications →  (Use another order form for shades with different specifications)

**2** SHADE WEIGHT: Include the weight of the fabric, lining, stiffeners & bottom weights. **Maximum weight 15 lbs.**  
**NOTE: Outdoor systems are only available in shades under 8 lbs.**

UP TO 8 LBS. (On 1 1/2" tube)       UP TO 15 LBS. (On 1 1/2" tube)

Outdoor System:  Yes  No

Color:  WHITE  NEUTRAL / OFF-WHITE  BLACK

**3** TYPE OF LIFTING MATERIAL  ENCASED LIFT CORD TUBE  6" LIFT BAND

**4** EXACT SHADE DIMENSIONS in inches. **We do not make any additional deductions.**  
**NOTE: We do not accept roller clutch orders for shades wider than 144" or taller than 120". For larger shades use traversing system.**

WIDTH  max. 144"

**5** CONTROL CORD POSITION: Choose either left or right side of shade.  LEFT SIDE  RIGHT SIDE

**6** PLASTIC BEAD CHAIN / CORD TENSIONER COLOR: Plastic bead chain is rated: 30 lbs.  WHITE  OFF-WHITE  BLACK  OTHER: \_\_\_\_\_

**7** LENGTH OF CONTROL CHAIN LOOP: Standard drop lengths are 2', 3', 4', 5', 6'. SEE STANDARD SIZES AT LEFT  FEET

**8** NUMBER OF COLUMNS OF LIFTING MATERIAL ON THE SHADE.  COLUMNS

INDICATE THE DISTANCES BETWEEN EACH COLUMN OF LIFTING MATERIAL ON THE SHADE.  
 NOTE: **Minimum spacing for Lift Band = 8"**; **Encased Lift Cord = 7"**. Your headrail will be built according to the measurements you provide on the chart below. Your sketch doesn't have to be to scale, but THE NUMBERS MUST BE ACCURATE to the nearest 1/8". Draw vertical lines to show the columns of encased lift cord. Be sure to include every column, including those close to the edges of the headrail. The first two columns are sketched for you. Write the measurements to indicate the distance between each column of encased lift cord and the next. CHECK THAT THESE MEASUREMENTS ADD UP TO THE EXACT SHADE WIDTH IN ITEM 4.

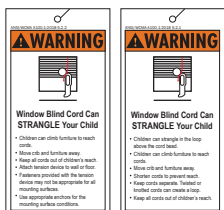


**9** SHADE MOUNTING: Shades are typically mounted over the front of the operating system. Indicate if you plan to mount to the back of the operating system by checking the box. **No additional charge.**  FRONT MOUNT STANDARD  REVERSE MOUNT

**10** READ THE TERMS OF SALE on the Custom Solutions Payment Form, sign and submit along with your signed forms.

\* Builds do not include lift cord or lift band. Remember to order lift cord and lift band.

**SHIPPING** - Shades up to 100" in width are typically shipped FedEx Ground®. Packaged shipments over 105" in length and / or with a length and girth over 130" (length + width + height) must ship via truck freight.



**Rowley Company**  
 230 Meek Road / Gastonia / NC / 28056  
 Phone: (toll-free) 800-343-4542 / (local) 704-866-0650  
 Fax: (toll-free) 800-554-0407 / (local) 704-868-9787  
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\_\_\_\_\_  
 Signature of purchaser / cardholder      Date



## PAYMENT FORM

To place a Custom Solutions Label, Shade or Track System order, you must complete and sign the below payment form along with the applicable system build form. You may submit your completed forms via email to [Sales@RowleyCompany.com](mailto:Sales@RowleyCompany.com), fax to 1.800.554.0407 or mail to Rowley Company, 230 Meek Road, Gastonia, NC 28056.

For additional order forms, visit [RowleyCompany.com/CustomSolutions](http://RowleyCompany.com/CustomSolutions).

|  |   |   |  |  |  |  |  |  |
|--|---|---|--|--|--|--|--|--|
| <input type="checkbox"/> <b>OVERNIGHT SHIPPING</b><br>(additional freight will apply)  | <b>SHIPPING<br/>VIA</b>   | Tracks & shades up to 100" in length are typically shipped FedEx Ground®. Packaged shipments over 105" in length and / or with a length and girth over 130" (length + width + height) must ship via truck freight. Truck Freight, rates typically start at \$90 per shipment and will vary by location. |  |  |  |  |  |  |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <br/> <input type="checkbox"/> </div> <div style="text-align: center;"> <br/> <input type="checkbox"/> </div> <div style="text-align: center;"> <br/> <input type="checkbox"/> </div> <div style="text-align: center;"> <br/> <input type="checkbox"/> </div> </div> <p style="text-align: center;">(circle one)</p>        | <b>EXPIRATION DATE</b><br><table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>  |   |  |  |  |  |  |  |
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| <b>CREDIT CARD # - LAST 4 DIGITS</b><br><table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>   |   |   |  |  | <b>SECURITY CODE</b><br><table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> |  |  |  |
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|  |   |   |  |  |  |  |  |  |
| I authorize Rowley Company to charge the credit card above for all of my orders submitted to Rowley Company. I have read, understood and agree to the Terms of Sale on this payment form.  |   | <small>MC, Visa, Disc.: 3 digits<br/>AMEX: 4 digits</small>   |  |  |  |  |  |  |
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b>Credit Card Billing Address</b><br/>(if different than ship to address)</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Complete name of card holder</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Street address</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>City <span style="margin-left: 100px;">State</span> <span style="margin-left: 100px;">Zip</span></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Home phone</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>E-mail</p> </div> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> Ship and apply to my pre-approved Net 30 account.<br/> <b>Account #</b> _____       </div> <p>The price of the custom build includes all parts, labor and packaging, but does not include sales tax where applicable or shipping charges, for which the receiver is responsible. All orders will ship within five business days from confirmation of order with satisfactory payment arrangements. R-TEC Automation® orders will ship within 10 - 15 business days. For commercial orders, request a quote with timeline. Terms: Net 30 days to pre-approved accounts only or credit card. Prices, design and availability are subject to change or withdrawal without notice.</p> |   |  |  |  |  |  |  |
| _____<br>Signature of purchaser / cardholder   |   |   |  |  |  |  |  |  |

### TERMS OF SALE WARRANTIES BY ROWLEY COMPANY

Rowley Company agrees to repair or replace, free of charge, any Custom Solutions Shade or Track System that due to faulty parts or workmanship in the assembled Shade or Track System is returned freight pre-paid to Rowley Company within ninety (90) days of delivery. The parts in the system are covered by a ten year warranty. These warranties do not cover systems that have been subjected to abuse. The R-TEC Automation® Slim Drapery Motor is covered by a 5 year warranty.

Orders for Custom Solutions Label, Shade or Track Systems are not cancelable and cannot be altered. Custom Solution Label, Shade or Track Systems are not returnable for any reason except warranty repair, as described above. The buyer verifies that all sizes and other specifications are correct. A Custom Solutions Shade or Track System will be custom-built to the size and other specifications written on the system order form. Rowley Company will repair or replace without charge any Custom Solutions Shade or Track System that is not made correctly to those specifications. **THE CUSTOMER WILL BE CHARGED FOR ANY REPAIRS OR REPLACEMENT NECESSITATED BY AN ERROR IN THE MEASUREMENT OR OTHER SPECIFICATIONS.**

**OWNERSHIP:** All selected shipping preferences are F.O.B. shipping point from any Rowley location; the buyer owns the shipment as soon as it leaves the Rowley Company loading dock. In the event of damaged shipment, the buyer must accept the shipment and place a claim with the carrier. Prices quoted include all parts, labor and packaging for all Custom Solutions Shade or Track Systems. The buyer is responsible for shipping costs.

**Rowley Company**  
 230 Meek Road / Gastonia / NC / 28056  
 Phone: (toll-free) 800-343-4542 / (local) 704-866-0650 / (R-TEC Automation®) 866-985-3423  
 Fax: (toll-free) 800-554-0407 / (local) 704-868-9787  
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FORMS | [RowleyCompany.com/CustomSolutions](http://RowleyCompany.com/CustomSolutions)