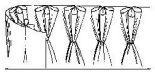
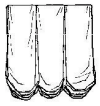
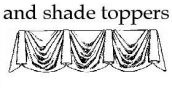
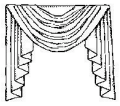
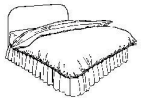
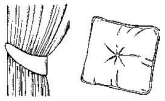
WORKROOM ORDER FORM©

by Stevenson Vestal

order date	customer code	special shipping information
We will use SV Specifications unless you indicate otherwise.	company name	
	p/o#	
Use a separate order form for each different product.	ordered by	
	client/job	room / quote#

key	draperies	functional shades	valances and shade toppers	swags & cascades	cornices	bedding and headboards	accessories
							
required info.	1, 2, 11, 12	1, 2, 11, 12	1, 2, 12	1, 2, 12	1, 2, 8, 12	1, 8, 12	1, 2, 12
custom options	3, 4, 7, 9, 10	7, 9, 10	5, 7, 9, 10	5, 6, 7, 9, 10	5, 11	2, 6, 7, 11	11

1. complete product name

(state **bed size** for bedding and headboards)

2. face width

10. projection

3. header

4. pocket — or overlap

5. mid point — or swag length

11. finished length

6. bedding drop — or #pelmets

7. fullness — or pelmet length

8. style code

9. #widths-(L) — or #swags

#widths-R — or #cascades

12. #products

(state **pairs** or **panels** for drapery)

materials	name	describe use on product / fabric direction	fabric width	pattern repeat	#yards
face fabric					
accent 1					
accent 2					
lining / other					
interlining / other					

FACE FABRIC SWATCH

ACCENT 1 SWATCH

ACCENT 2 SWATCH

SV use only