

STAIR GLASS ORDER FORM



PROJECT INFORMATION

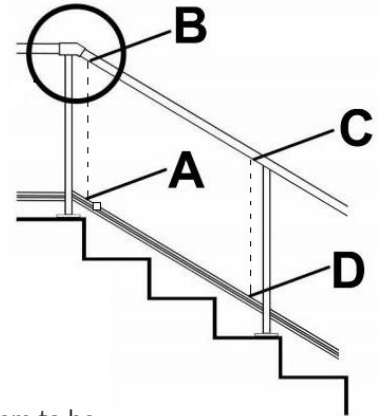
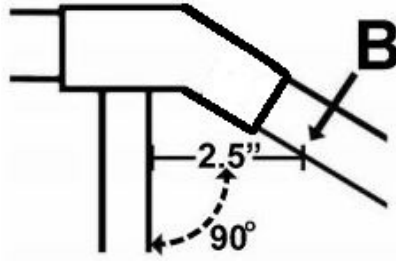
Sales Order #: _____ Order Date: _____
 Project Name: _____
 Primary Contact Name: _____ Email: _____
 Dealer Name: _____ Store Location: _____

GLASS COLOR

Clear Satin Etch
 Bronze Other
 Gray (please specify): _____

GLASS THICKNESS

1/4" (Standard) 3/8" 1/2"



INSTRUCTIONS

Using a pencil, mark the underside of the top rail (B) where you want the edge of the parallelogram to be.

Measure from this mark (B) to the edge of the post.

This dimension will be your gap size. In the example it is 2 1/2", but it can be different depending on your project specs, but it should not exceed 3 7/8".

Using a square, measure and mark location (A) on the top of the bottom rail the same distance from the post as you determined in the first step. This will ensure that your gap between the post and the edge of the parallelogram will be uniform.

Apply the same techniques for marks C and D, using the same gap size.

On the order form, note a unique sidemark for each parallelogram (example R1 for top right). Trust us - this important step will save you time and trouble when you go to install the finished piece of glass.

For each opening, measure the distance between your marks and note them on the form as listed. L1 is the length from mark D to mark A, L2 is the measurement from mark A to mark B, and so on. These dimensions must be accurate within 1/16" to be properly processed by our calculation program (where we add for the capture within the insert channel).

Repeat these steps for all measurements for all openings.

	SIDEMARK	SIDEMARK	SIDEMARK	SIDEMARK	SIDEMARK	SIDEMARK
L1 (D to A)						
L2 (A to B)						
L3 (B to C)						
L4 (C to D)						
L5 (D to B)						
L6 (A to C)						

NOTES