

Here are the outstanding questions to help provide a proper quote for windows:

- **Floor Plans** and/or **Room Matrix** that provides details on window placement in room with scale to do window takeoff measurements.
- **Elevations** so that we can complete quote with estimated finish lengths
- **Window Detail Specifications:**
  - Treatments floor to ceiling or is there a window PTAC unit below? If so, please indicate length needed.
  - Treatments wall to wall and if not how far past window ?
  - If multiple treatments need to know one closest to window and detail about top treatment being used?
- **Using a Top treatment** such as a Cornice or Valance? If using a millwork cornice, is the GC providing these?
- **Require New Hardware?** If so, confirm it is standard Architrac baton hardware, length of batons, etc.

Information needed for a Window Treatment Quote:

- **Fabrics identified**, if not our fabrics, we then need memos to present options.
- **Drapery Style and Specifications** including these basics:
  - Pinch Pleated / Ripplefold?
  - Fullness Drapery 200 or 250%?
  - If Ripplefold 80,100 or 120%?
  - One way draw (OWD) or Center Draw?
  - Wall or Ceiling Mount?
  - Any specific instructions on sewing, such as hems, weights, etc.

Information needed for Roller Shades:

- inside or outside mount
- type of top treatment (Fascia/Semi-Cassette, etc.),
- Clutch and Chain or Twin Pull or Motorized (if motorized Battery or Wired)? Although not needed for basic quote, eventually need to know finishes, chain side, etc. <https://form.jotform.com/92893502678167>

We will eventually need to know:

- **Require Measure and Installation?** Model Room? (highly recommended). If we are doing M & I, then we need to know property address.
- **Refurb or New Construction?**
- **Required date** product is needed for Model Room and Production, as well as when available to measure, if we are doing the M&I?