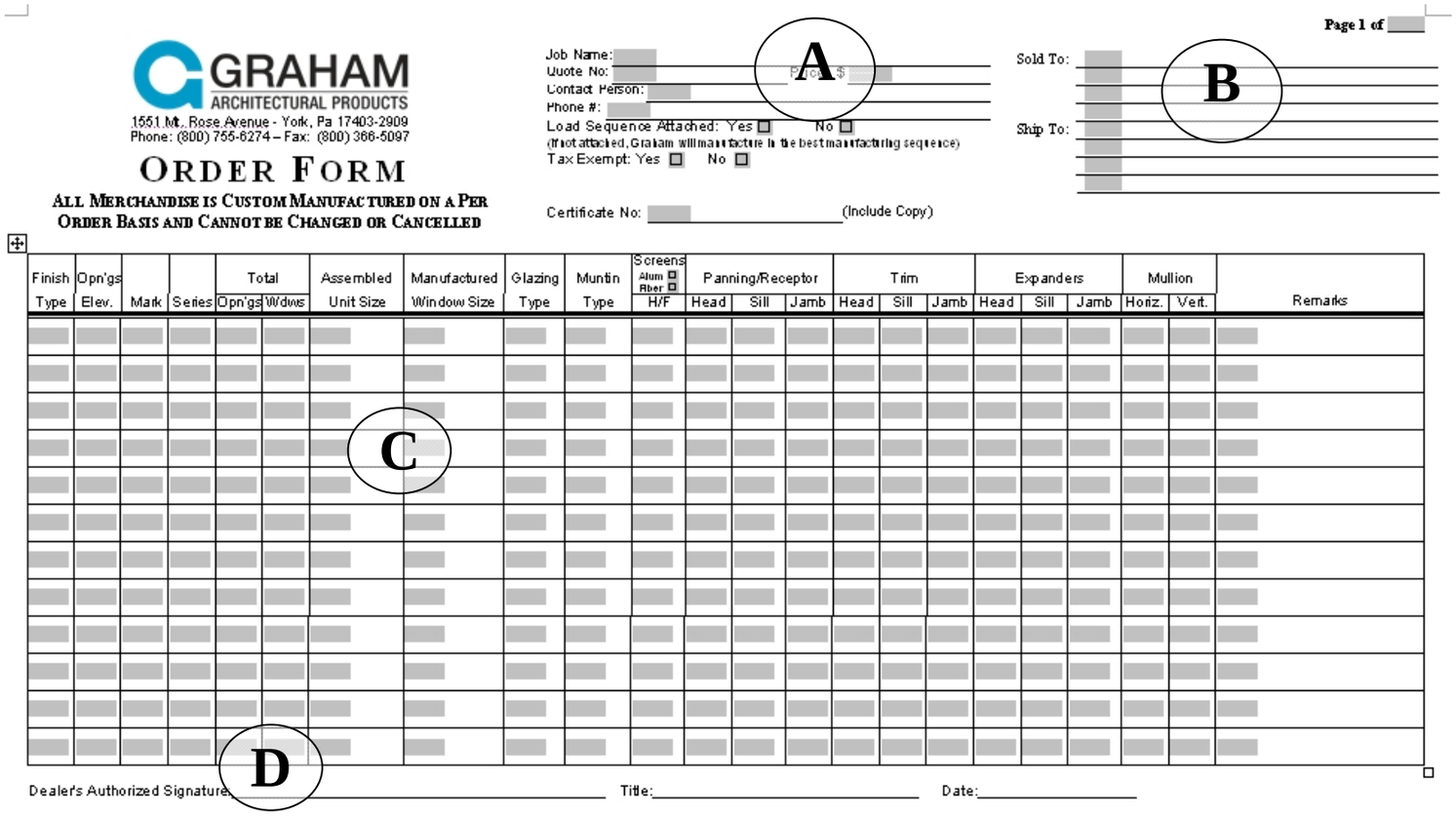
Order Form Instructions

A Include project name and all information including load sequence. If a specific load sequence is not included with this order – Graham will automatically process the order in the best manufacturing sequence.

B Full delivery address required for orders to be processed.

C Main Section:

1. Finish type (see "D" Instructions)
2. Opening I.D.
3. Mark I.D.
4. Series/Style
5. Number of openings
6. Number of windows
7. Opening size of unit (example:72" x 72" includes mulls but does not include panning or receptor)
8. Indiv-window size (example: 36" x 72" in full ¼" increments)
9. Glazing type (see "C" instructions)
10. Type of Muntin (attach sheet with description, Part #'s and configurations)
11. Type of screens (full or half) & type of mesh (Alum or Fiber)
12. Type of Panning or receptor (Refer to architectural binder or website for part number). Indicate type required for Head, Sill, and Jamb.
13. Type of Trims (Refer to architectural binder or website for part number).
14. Type of expander (Refer to architectural binder or website for part number).
15. Type of horiz. or vert. Mullions (example: self vert., 1/16 vert, zero mull vert., stack mullions) as to how they apply to each product's configuration and capabilities.
16. Any clarifications required go in the "Remarks" section.
17. Include any sketch to help define window fenestration (muntin configurations, double panning or trim, etc.)
18. Refer to product binder or website for standard and optional hardware.



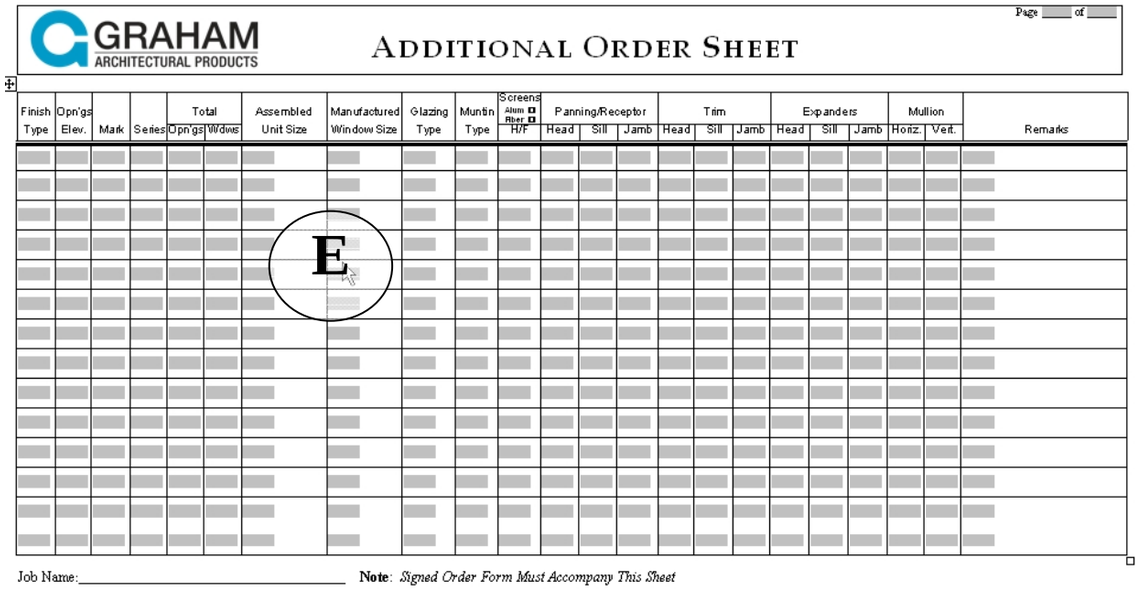
D All forms must be signed and dated.

E Page 2 of the order form is used if not enough room on first page.

F Indicate all glazing descriptions including thickness, location (exterior or interior) tints/shades, tempered, obscure, blind color and which surface special coatings are required. (Page 3 of order form)

G Finish description: Indicate color, detailed description (e.g. 70% KynarTM, 50% Kynar, Acrylic EnamelTM, etc.) and Graham finish code number from our color chart or color sample. (Page 3 of order form)

Order Form Instructions



GRAHAM ARCHITECTURAL PRODUCTS

ADDITIONAL ORDER SHEET

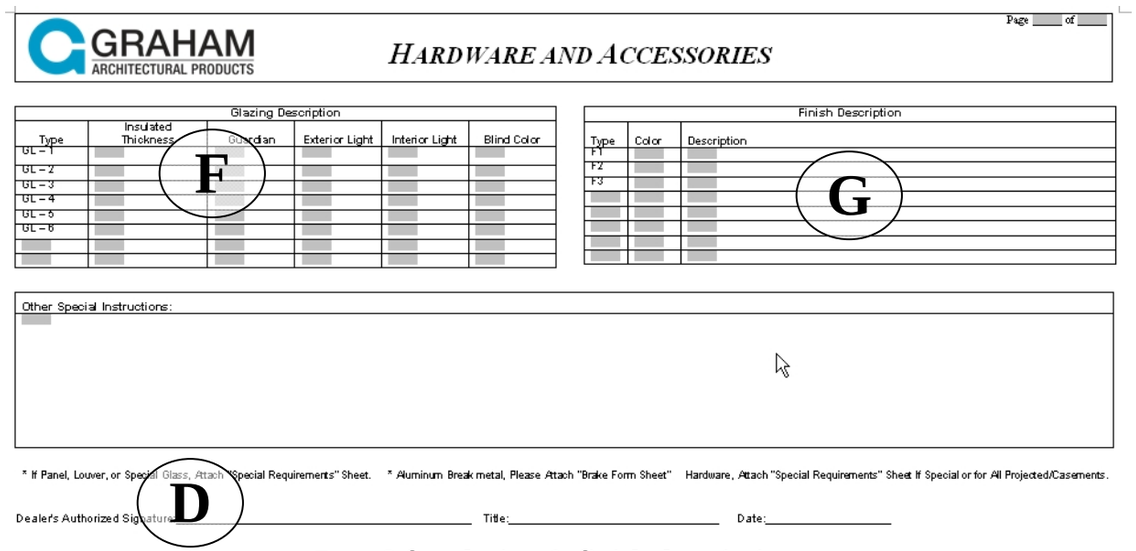
Page ____ of ____

Finish Type	Opn'gs Elev.	Mark	Series	Total Opn'gs	Total Wdws	Assembled Unit Size	Manufactured Window Size	Glazing Type	Muntin Type	Screens Alum / Fiber H/F	Panning/Receptor Head	Panning/Receptor Sill	Panning/Receptor Jamb	Trim Head	Trim Sill	Trim Jamb	Expanders Head	Expanders Sill	Expanders Jamb	Mullion Horiz.	Mullion Vert.	Remarks

E

Job Name:_____ **Note**: *Signed Order Form Must Accompany This Sheet*

Page 2 for additional items if needed



GRAHAM ARCHITECTURAL PRODUCTS

HARDWARE AND ACCESSORIES

Page ____ of ____

Glazing Description

Type	Insulated Thickness	Guardian	Exterior Light	Interior Light	Blind Color
GL – 1					
GL – 2					
GL – 3					
GL – 4					
GL – 5					
GL – 6					

F

Finish Description

Type	Color	Description
F1		
F2		
F3		

G

Other Special Instructions:

* If Panel, Louver, or Special Glass, Attach "Special Requirements" Sheet. * Aluminum Break metal, Please Attach "Brake Form Sheet" Hardware, Attach "Special Requirements" Sheet If Special or for All Projected/Casements.

D

Dealer's Authorized Signature:_____ Title:_____ Date:_____

Page 3 for glazing & finish description hardware and accessories

11/11/10

Note: Signed Order Form Must Accompany This Sheet