

TO USE THIS FORM: First, download this file to your device, fill it out, save it, and email it to the appropriate recipient.



Template Worksheet

Mail to: Ventana USA • 6001 Enterprise Dr. • Export PA 15632-8969

Customer Name: _____ Number of Units: _____

PO # _____ Job Name: _____ Date: _____

Sales Order #: _____ Work Order #: _____

Type of Template

- Full Template *(no dimensions included)*
- Per Radius Only Template Width: _____ Height: _____

If Full Template is provided, window will be made per the actual template size and shape.

- **No dimensions should be included with Full Templates!**
- **A complete template must be provided. We cannot use partial templates except for radius only!**

Template-making Requirements *(We will not alter a template!)*

- Templates **MUST** be made from a thin rigid paper such as "Tyvek," chipboard, construction paper, etc.
- **CAUTION:**
 - For safety reasons, **DO NOT** send templates made of Wood or Metal (such as flashing).
 - Templates made from Corrugated Cardboard and Plastic Film **CANNOT** provide accurate measurements and will result in delays and potential sizing issues.
- **Edges and angles must be accurate.** *We will build the unit exactly as the template is cut!*
- **No Partial Templates will be accepted, only Full Templates.** *We cannot build to a partial template!*
- Please note **ORIENTATION** on template: top, bottom, side, etc.
- Please note **VIEW** on template: Inside Looking Out or Outside Looking In.
- For Glass-Only templates, please provide drawings with accurate dimensions and line-ups for any grid(s) required, separate from the template. (Please do not put grid drawings on the template).
- Some Template Orders may require a longer lead-time based on shape and/or outsourced products.

Template View	Template Grid Information	For Grid No Line-ups, Provide Sketch
<input type="checkbox"/> Inside Looking Out <input type="checkbox"/> Outside Looking In <i>Please write view on template!</i>	<input type="checkbox"/> No Grid <input type="checkbox"/> Grid No Line-ups <input type="checkbox"/> Grid Drawing with Line-ups	

Type of Unit: Complete Open Frame Glass Only Frame Template

Accessories: Nail Fin Exterior Casing Brickmould Other _____
 Interior Jamb Interior Casing

Frame Color: White Tan Other _____

Glass Type: Clear Low-E Tempered Other _____

Grid Info: Type _____ Color _____

Frame/Profile # (Ex. VEKAPWF01): _____

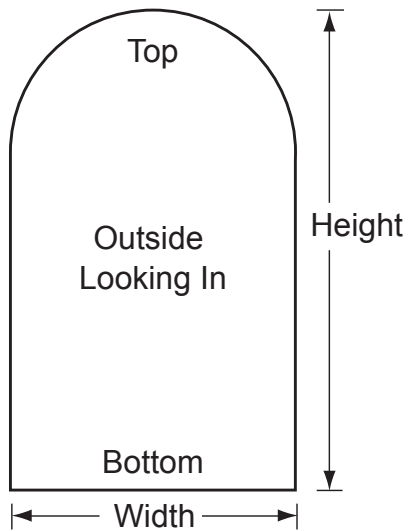
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Template Worksheet

For "Radius Only" Templates,

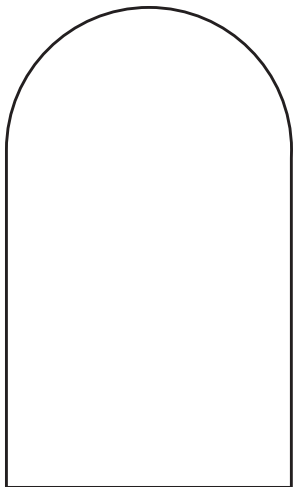
Please provide overall Height and Width.

We will determine Leg Height from these dimensions.



Template Construction Guidelines: **Please send complete templates!**

For example,
if you want us to make this...



*Please don't
send a template like this...*

