

### WINDOWS & DOORS

#### Measuring Instructions

Our energy efficient replacement products are made to your exact specifications. You must provide accurate measurements to ensure a proper fit.

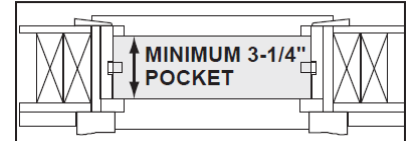
Please refer to the following instructions for measuring the width and height.

Measurements are from wood frame to wood frame. Make sure to remove any vinyl parts, if applicable, to take proper measurements

#### Additional Measuring Hints

- Use more order forms for additional windows.
- Record exact measurements.

- Measure each window, even if they seem to be the same size.
- Complete and record all measurements for one window before moving on to the next window.
- When replacing a grouping of units in separate openings, use smallest height measurement and lowest sill angle for all windows to keep a uniform appearance.
- Make sure a **minimum** 3-1/4" deep pocket exists, or can be created, for the new unit.



#### Step 1 – Measure Width

Measure the interior width sash opening and record it on the ordering worksheet on the back of this sheet.

Measure width in three locations along the opening's height (FIGURE 1). Measure at both the upper and lower sash locations as shown in (FIGURE 2).

Record the smallest width on the back of this sheet.

Figure 1

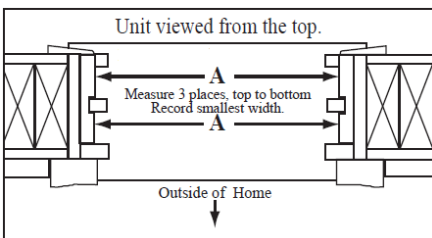
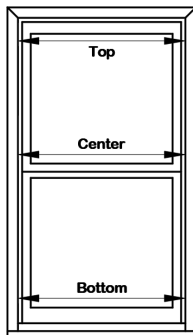


Figure 2

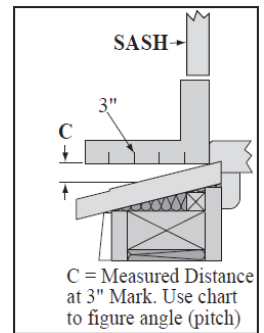
#### Step 3 – Determine New Units Sill Slope

Pocket Double Hungs will arrive with a flat, intermediate or maximum sill slope. To order the correct slope for your application:

Raise the bottom sash and place a carpenter's angle finder on the sill. Read the angle. **OR -**

Place a carpenter's square tight against the corner of the sill at the stool, with the vertical leg parallel to the sash (FIGURE 5). At the 3" mark on the square's horizontal leg, measure the distance from the bottom of the square to the top of the sill (C in FIGURE 5). Determine new unit's sill slope using measurement C and the chart below. Mark the appropriate sill angle box on the back of this sheet.

Figure 5



New Unit's Sill Slope	Flat	Intermediate	Maximum
Distance (C)	0" to 7/32"	1/4" to 1/2"	17/32" to 7/8"
Existing Sill's Slope	0° to 4°	5° to 9°	10° to 17°

#### POCKET CASEMENT UNITS WILL HAVE A FLAT SILL

#### Step 2 – Measure Height

Measure the Interior Height and record it on the ordering worksheet on the back of this sheet.

Measure height in three locations along the opening's width (FIGURE 3). Measure to the exterior of the head inside stop as shown in (FIGURE 4). Record the smallest height on the back of this sheet.

Figure 4

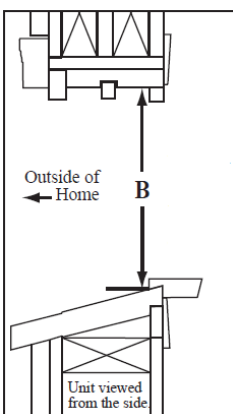
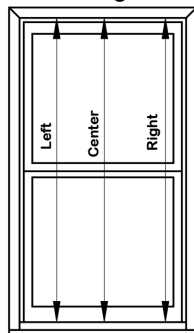


Figure 3



#### Step 4 – Check Opening For Square

From the interior, measure window unit diagonally from both corners (FIGURE 7). Compare measurements. They must be within 1/4" of each other. If not within 1/4", adjust the height or

Figure 7

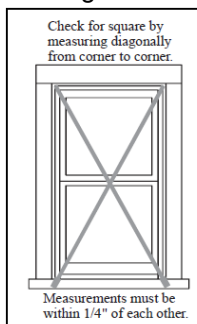
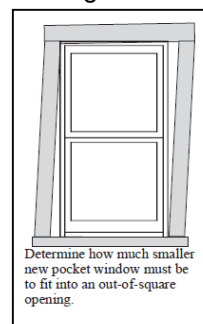


Figure 8



width recorded on measuring and ordering worksheet, so new unit will fit (FIGURE 8). When measuring diagonals, use similar starting and ending reference points on window.

### WINDOWS & DOORS

**CUSTOMER INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Hm Phone: \_\_\_\_\_ Cell or Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project Name or Number: \_\_\_\_\_

EXISTING OPENING	NEW WINDOW
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<p>Location: _____</p> <p>Width: _____  <small>Top Cntr Btm</small></p> <p>Height: _____  <small>Left Cntr Right</small></p> <p>Sill Angle: <input type="checkbox"/> Flat 0° to 4° <input type="checkbox"/> Intermediate 5° to 9° <input type="checkbox"/> Maximim 10° to 17°</p>	<p>Style/Type: _____ Qty: _____</p> <p><input type="checkbox"/> <b>Order using dimensions in left column.</b>  Weather Shield will deduct 1/2" in width and 3/8" in height from these dimensions.</p> <p>-----</p> <p style="text-align: center;"><b>Alternate Jamb-to-Jamb Sizing</b></p> <p>Smallest Smallest  Width: _____ Height: _____</p> <p style="text-align: right;">Grille Pattern</p> <div style="border: 1px solid black; width: 100%; height: 100%;"></div>
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