

HOW TO MEASURE

FOR EXTERIOR SHUTTERS

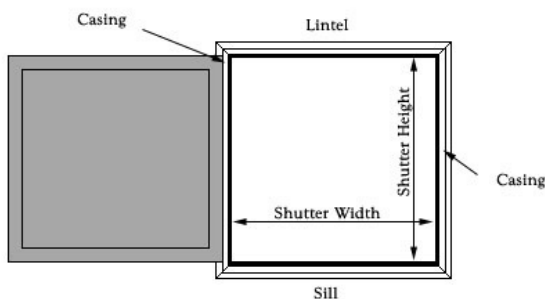
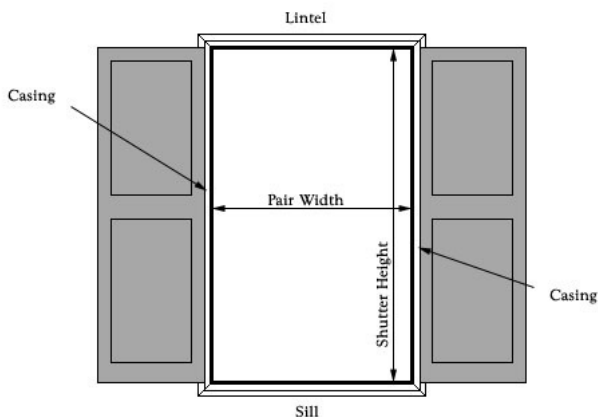
Before placing your order, follow the measuring instructions below to ensure that your new shutters are the perfect fit for your windows.

Step 1: Gather Your Tools

To begin, you will need a tape measure, pencil and the attached worksheet to record your measurements.

Step 2: Identify Your Windows

Even if you think all of your windows are the same size, it's important to measure them individually. For each window, add a label/description in the left-hand column of your worksheet (i.e. "North, left of door").



Step 3: Measure Each Window Width

Measure the width of each window from inside edge to inside edge to the nearest 1/4th inch (not including any framing or molding). Take a width measurement at the top, middle and bottom of the window - then write down the smallest measurement. If the window will have shutters on either side, this number is your "Pair Width." If you have a stand-alone window that will only require one shutter, this number is your "Shutter Width."

Note: If your shutters are operable (meaning you want them to open and close), then subtract 1/2 inch from your width measurement to allow for clearance.

Step 4: Determine Final Shutter Width

Divide your final Pair Width in half to determine the width of each individual shutter. Record this number in the "final width" column on your worksheet. Of course, if you are measuring for any windows that only need one shutter, you won't need to divide.

Step 5: Measure Each Window Height

Measure the height of each window from the inner edge of the bottom sill to the top of the lintel. Take three measurements from the left, middle and right side of the window. Record the smallest number. Again, if you intend for your shutters to open and close, subtract 1/4 inch from your final measurement.

Questions? We're here to help.

Email our customer support team at customersupport@monumentshutters.com or complete the contact form on our website and we'll be in touch.

MEASURING WORKSHEET

FOR EXTERIOR SHUTTERS

Use this worksheet as a reference to order your custom shutters at

www.monumentshutters.com

1	MATERIALS
<input type="checkbox"/>	Extira™ Composite
<input type="checkbox"/>	Pine Wood
<input type="checkbox"/>	Cedar Wood
<input type="checkbox"/>	Mahogany Wood
<input type="checkbox"/>	Vinyl
<input type="checkbox"/>	Combo/Not Sure

2	STYLE
<input type="checkbox"/>	Raised Panel
<input type="checkbox"/>	Flat Panel/Shaker
<input type="checkbox"/>	Louvered
<input type="checkbox"/>	Board & Batten
<input type="checkbox"/>	Combo/Not Sure

3	FINISH
<input type="checkbox"/>	Primed
<input type="checkbox"/>	Primed & Painted
<input type="checkbox"/>	Unfinished (wood only)
PPG Break-Through! Paint Colors:	
<input type="checkbox"/>	Black (002)
<input type="checkbox"/>	Black Forest Green
<input type="checkbox"/>	White (001)
<input type="checkbox"/>	Charcoal Slate
<input type="checkbox"/>	Hamilton Blue
<input type="checkbox"/>	Chrome Green
<input type="checkbox"/>	Cottage Red
<input type="checkbox"/>	Tudor Brown
<input type="checkbox"/>	Country Redwood
<input type="checkbox"/>	Custom/Other

	Window Location/Type <i>(for your reference only)</i>	Shutter Quantity <i>(# of pairs)</i>	Shutter Width <i>(inches)</i>	Shutter Height <i>(inches)</i>	Additional Notes <i>(optional)</i>
1.	Ex. 1st floor, left of door	2 pairs (4 total)	36"	60"	Has a 4" casing/trim
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					