



## POLY SHUTTERS



Reference Guide 2026

# ABOUT BROADLEAF SHUTTERS

## ELEGANT

Blending scientific expertise and family tradition, [Broadleaf Shutters](#) has been engineered to mimic the beauty, character and fashionability of wood. Every inch of our shutter has been designed to minimize unsightly protrusions and give you the smoothest and most luxurious experience.

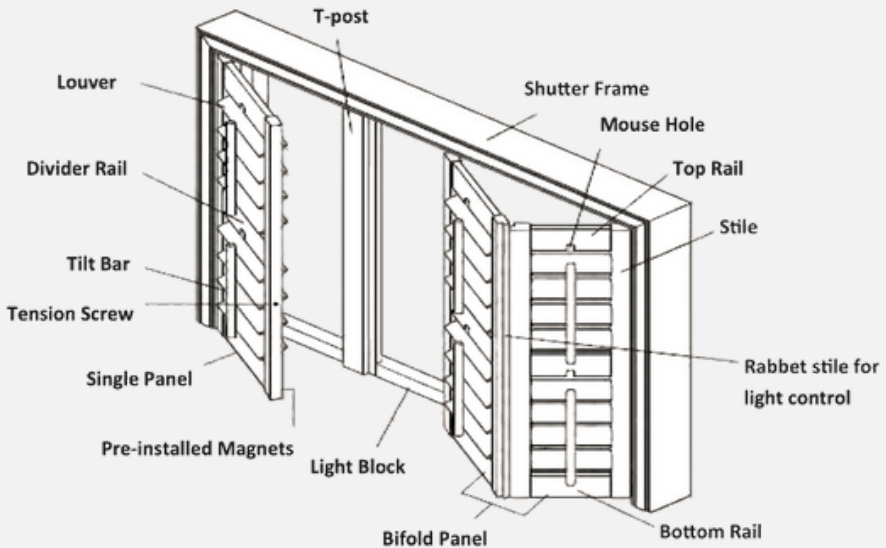


## DURABLE

Constructed with our patented polyvinyl blend, your [Broadleaf Shutters](#) will last for decades. Even under the harshest conditions, they will not crack, fade, peel, yellow or warp. Moisture proof, anti microbial, even fire resistant! With a higher insulating value for heat-resistance and reinforced internally with aluminum. If the unthinkable event of failure your product is fully backed by our no questions asked guarantee.

Satisfaction Guaranteed

## A Comprehensive Overview Shutter



### BI-FOLD

Shutter panels where two panels are hinged together in order to fold up together.

### DIVIDER RAIL

A horizontal panel that separates a single shutter into two or more sections that may be moved individually.

### INSIDE MOUNT

A mount designed to support the shutter from inside the recessed opening of a window.

### CAFÉ FRAME

A frame style where shutters just cover the bottom half of the window. Available 3-sided or 4-sided.

### DOUBLE HUNG

Shutter configuration where two panels or groups of panels are mounted separately so they can be opened independently from each other

### LOUVER

A slat that rotates for light and privacy control. Louvers are available in 2 1/2", 3 1/2" and 4 1/2" widths.

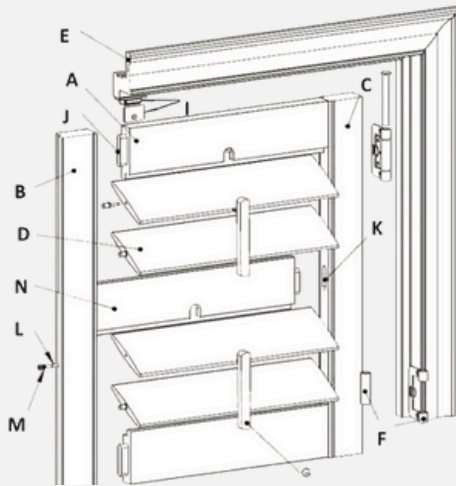
### FRAMES

Profiles used to frame the window.

### MOUSE HOLE

A cutout in the top shutter panel designed to fit the tilt rod, enabling complete louver closure for more privacy and light control.

## A Comprehensive Overview Shutter



- |                    |                         |
|--------------------|-------------------------|
| A. Top Rail        | I. Magnet & Catch Plate |
| B. Rabbeted Stile  | J. Tenon                |
| C. Standard Stile  | K. Mortise              |
| D. Louver          | L. Tension Screw        |
| E. Frame (Z shown) | M. Tension Spring       |
| F. Hinge           | N. Divider Rail         |
| G. Tilt Rod        |                         |
| H. Stile Cap       |                         |

### OUTSIDE MOUNT

A mount designed to support the shutter outside the recessed window opening.

### RAILS

The immovable, horizontal top and bottom panels of a shutter.

### RAILS TOP & BOTTOM

The top and bottom horizontal framework of the shutter panel

### REVEAL

The distance between the inner-most edge of an outside mount frame and the exterior edge of the window opening.

### STILE

The vertical sides of a shutter panel.

### ASTRAGAL STILE

A stile with a lip attached to the edge. Used on a pair of shutters to cover the gap when a shutter is sealed.

### RABBETED STILE

A stile with a groove cut along its edge, such that it overlaps the edge of a mount for a more secure closure.

### T-POSTS & TRANSOM BEAMS

Also known as transom beams, T-posts are vertical or horizontal profiles used for support

### TILT ROD

Also known as tilt bars. They are center poles attached to shutter panel louvers that allow for the simultaneous movement of louvers.

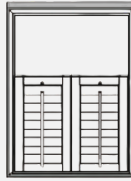


## Shutter Options



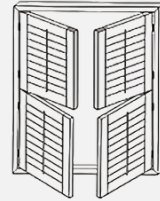
STANDARD PANEL

Rectangular-shaped panel door that can be installed using any frame style. The panel covers the the entire window opening



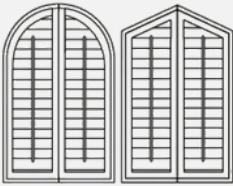
CAFÉ

Shutter Panel (s) that covers part of a window opening leaving the rest of the window opening uncovered.



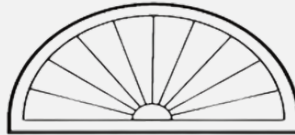
DOUBLE HUNG

Shutter that has one set of panels on the top and one on the bottom. Each set of panels opens independently of the other



ARCH OR ANGLE TOP

Shutter that fit the rounded shape of full arch windows. Angled shutters accommodate slanted or angled windows



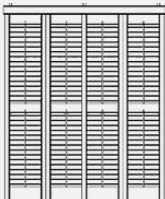
SUNBURST ARCH

Sunburst patterned louvers cover silhouettes such as eyebrows, elongated and elliptical arches



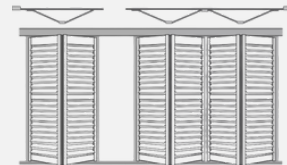
FRENCH DOORS

Curved or rectangular cutouts, both options can complement door handles and traditional door knobs effectively.



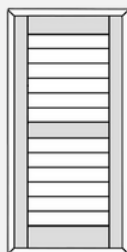
BYPASS OR  
BIFOLD TRACK

Panels slide on top track to open and close. Bypass panels slide left to right. Bifold panles fold accordian style. ideal for patio or closet doors



## HIDDEN TILT

- A thin, color coordinated steel bar is attached to the louvers in the rear of the panel, eliminating the traditional tilt bar.
- No mouse hole in the panel.
- Hidden tilt bar will be split by the factory if the panel is over 52" tall.



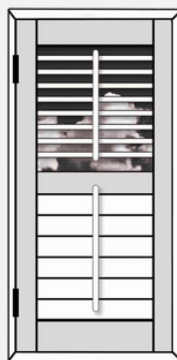
Front View



Back View

## FRONT TILT

- All louvers are connected to the front tilt rod, which is positioned in the center of the panel. Touch a louver or the tilt rod to move all louvers within the panel.
- Mouse hole in the panel.



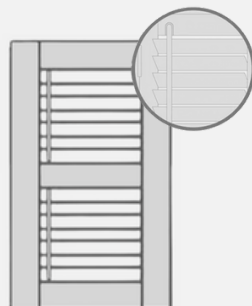
## SPLIT TILT

- Split a large louver bank into two individually operated louver banks by cutting the tilt bar without having to add a divider rail.
- Available for all louver sizes.
- Can be ordered at custom location.
- Upper and lower sections cannot be positioned at opposing angles because the edge of the louvers will touch.
- Available for hidden tilt.

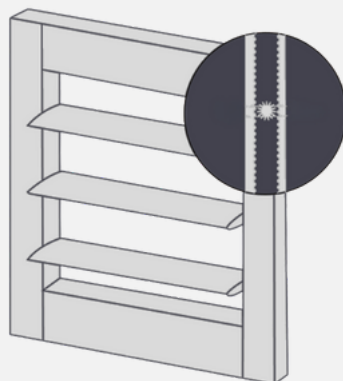


## OFFSET TILT

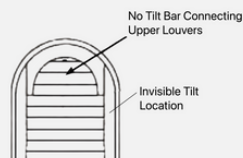
- The tilt bar offset 1" from the edge of the louver, allowing for a more open view when louvers are open
- The offset location default is towards the hinge side unless otherwise specified
- Available for all louver sizes
- Split tilt option is also available along with offset tilt. Surcharge Applies.



## INVISIBLE TILT



- Rack & Pinion Gear System Inside Stile
- Max 36" Wide x 120" Tall Panel
- Divider Rail Required over 60" Tall Panels
- Not Available with Flat or Rabbeted Stiles
- Not Available with Specialty Shapes
- No Tilt or Hidden Tilt may be applied where Invisible tilt cannot reach on specialties.
- Surcharge Applies



# LOUVERS

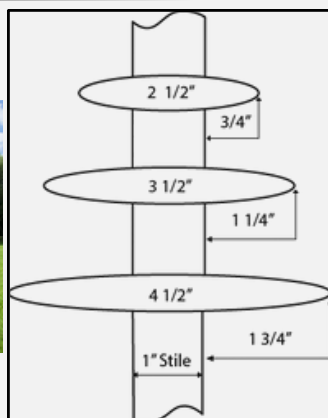


2 1/2"

3 1/2"

4 1/2"

**Available Louver Sizes:** 2½", 3½", 4½"



**Louver Size Consideration:** The choice of louver size significantly influences the overall design aesthetic, as illustrated in the photographs above. When selecting a louver size, it is essential to consider the available clearance depth in the window or door.

**Available Colors:** Bright White (110), Pure White (001), Silk White (003), Pearl (006), Steam Milk (009), Phantom (301), Moonlit (302), Armory (304)

\*\* Sample louver color chips are guaranteed for only 1 year

# HINGES



White



Polished  
Brass



Stainless  
Steel



Oil-Rub  
Bronze



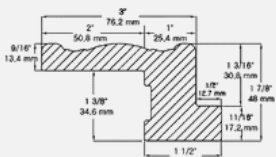
Black

## # of Hinges by Panel Height

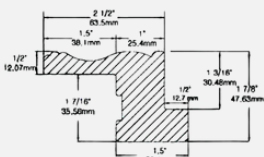
Panel Height	No. of Hinges
Up to 44"	2
44 1/16" to 72"	3
72 1/16" to 96"	4
Over 96"	5

- The default hinge color will be color coordinated to the shutter color.
- If you prefer you can choose an alternative hinge color.
- Stainless Steel hinges have a surcharge.

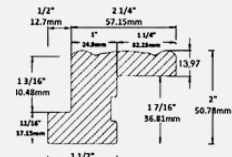
3" Elegant Z Frame



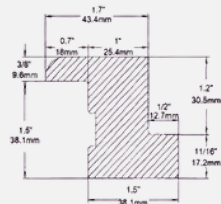
2.5" Deluxe Z Frame



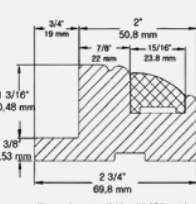
2.25" Crown Z Frame



1.7" Bullnose Z Frame

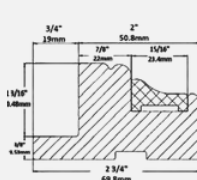


2" Camber Insert Deco Frame



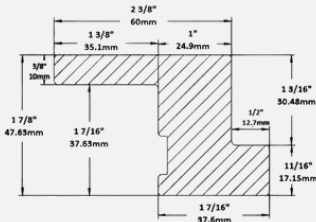
(Currently not available with 2" T post)

2" Classic Insert Deco Frame

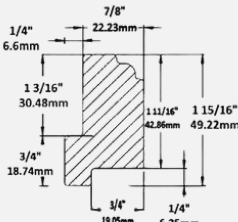


(Currently not available with 2" T post)

2" Flat Z Frame

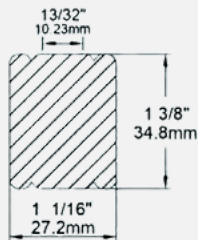


Colonial Tilt Out Z Frame

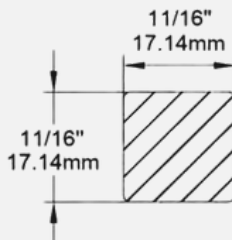


## Frame Profiles

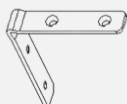
Hanging Strip



Light Block



### Z-Frame Bracket

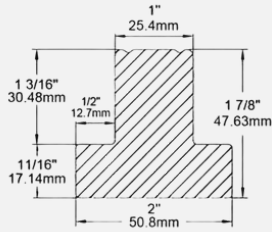


For added frame support, Deco and Z frame shutters over 25 sqft are supplied with support L-bracket.

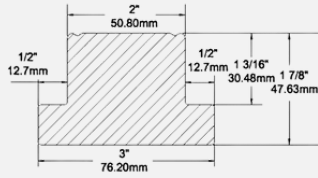


Sill plates are available for Deco and Z frames.

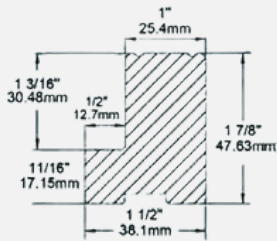
1" T-Post



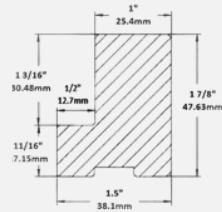
2" T-Post



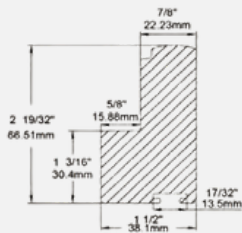
1" L Frame



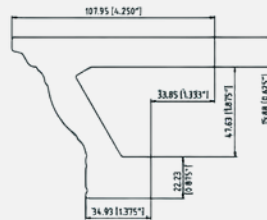
Flat L Frame



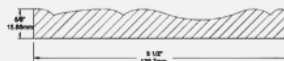
French Door L Frame



Sill Cap



5.5" Bypass Valance



### Deco and L-Frame Bracket



For added frame support, Deco and Z frame shutters over 25 sqft are supplied with support L-bracket.



The 2" T-post is only available with a beaded face and does not come with a Deco frame.

## Inside Mount Louver Depth Requirements



Frame Type	2.5" Louver	3.5" Louver	4.5" Louver	Notes
Std. 1" L, Flat L	1 7/8"	2 5/16"	2 3/16"	
Bullnose Z, Flat Z	1 5/16"	1 11/16"	2 13/16"	
2.25" Crown Z	1 5/8"	2 1/8"	2 5/16"	
2.5" Deluxe Z	1 5/8"	2 1/8"	2 5/16"	
3" Elegant Z	1 3/8"	1 7/8"	2 3/8"	
Hang Strip- Next to the panel	1 13/16"	2 5/16"	2 13/16"	Gaps between window/ top/bottom panel are 1/8"
Hang Strip- Behind the panel	1 3/4"	1 13/16"	2 5/16"	Gaps between window/ top/bottom panel are 1/8"
Direct Mount*	1 13/16"	2 5/16"	2 13/16"	All hardware & Light stops provided on all sides

\* For Table above, add 0.5" for Hidden Tilt



## Outside Mount Louver Depth Requirements



Frame Type	2.5" Louver	3.5" Louver	4.5" Louver	Notes
Std. 1" L, Flat L	0	7/16"	15/16"	
Deco Frame	1/4"	11/16"	1 13/16"	Outside mount only
Hang Strip- Next to the panel	7/16"	15/16"	1 7/16"	Gap between window and Top/ bottom panel is 1/8"
Hang Strip- Behind the panel	0	5/8"	9/16"	Gap between window and Top/bottom panel is 1/8"
Direct Mount*	5/8"	1 1/8"	1 5/8"	Light Block are provided for all 4 sides

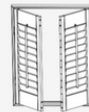
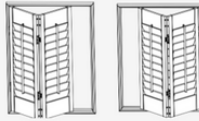
\* For Table above, add 0.5" for Hidden Tilt

Panel Size Considerations				
Panel Size Limitation	Louver Size	No Aluminum	With Aluminum	Bi-Fold Panels
Max. Panel Width	All	22"	36"	20"
Min. Panel Width	All	9"		
Max. Panel Height	All	72"	120"	120"
Min. Panel Height	2.5"	20"		
	3.5"	20"		
	4.5"	24"		
<div>Divider rails are <b>NOT</b> required for panels shorter than 74 inches in height. A divider rail is necessary for panels that exceed 74 inches.</div> <div>-----</div>				
Broadleaf Minimum Rail Heights				
Louver Size	Panel Height under 36"		Panel Height 36" & Over	
2.5" Louver	2.625		2.875	
3.5" Louver	2.625		2.875	
4.5" Louver	2.625		3.125	
All shutters are constructed using 100% solid poly components, with the exception of panels that exceed dimensions of 20" x 50" or are taller than 72". In these cases, the poly stiles and louvers are co-extruded with aluminum to enhance strength and durability.				

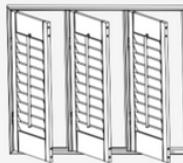
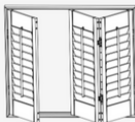
14

# Panel Configurations, Standard, Arch & Angled Top

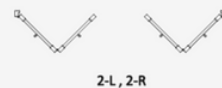
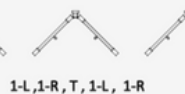
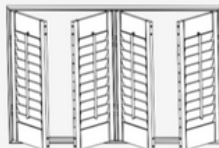
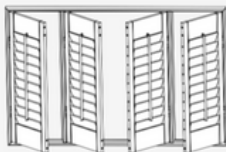
## 1 & 2 Panel Configurations



## 3 Panel Configurations



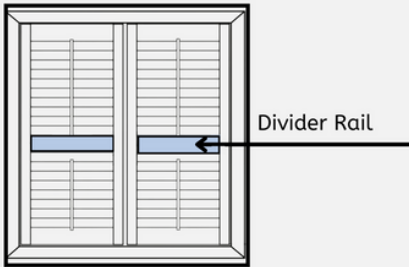
## 4 Panel Configurations



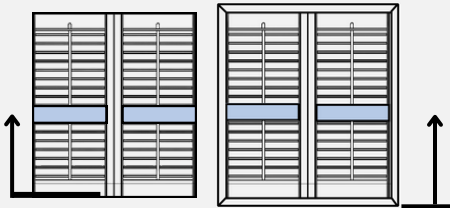
## Divider Rails

**A divider rail serves three primary functions:**

- Conceals the window sashes and may also obstruct any elements that hinder the movement of the louvers.
- Enhances the stability of tall panels that exceed 74 inches in height.
- Offers improved privacy and light control, allowing louvers to be fully opened, fully closed or alternated above and below the divider rail.



### Measuring for Divider rail



Window Opening

Frame-to-Frame

- Always start from the bottom and measure up to the center of the divider rail on the desired divider rail location.
- To measure for window opening, measure from the bottom of the window opening to the center of the desired divider rail location.
- To measure for Frame-to-Frame, measure from the bottom of the shutter frame up to the center of the desired divider rail location.

# Additional Divider Rail and Rail Information

## Divider Rail Requirements

Panel Height	# of Divider Rails
0-74"	0
74 1/16" -96"	1
96 1/16" - 120"	2

- Indicate whether the shutters are located in the same room or positioned side by side, and ensure that they are ordered at the same height to guarantee alignment of the divider rail.
- When a precise location for the divider rail is specified, please note that the top and bottom rails may differ in size and could be larger than standard dimensions.
- Solid Poly stiles are included on all shutter panels, with the exception of those measuring over 24 inches by 50 inches or exceeding 72 inches in height. In such cases, Poly stiles are co-extruded with aluminum to enhance strength and durability.



- Divider rails are 3.5" wide.
- Divider rail can be requested even though not required by specs.
- Can be placed at centered or at desired location.

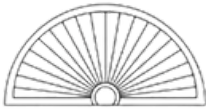
## Allowable Divider Rail Deviations

Louver Size	Deviation (+/-)
2.5"	1"
3.5"	1.5"
4.5"	2"

## Top and Bottom Rail Heights

2.5" Louvers	3" to 4" Rails
3.5" Louvers	3" to 4.5" Rails
4.5" Louvers	3.5" to 5.5" Rails

# Specialty Shapes & Specifications



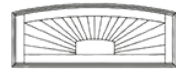
Sunburst Half-Circle



Horizontal Half-Circle



Eyebrow



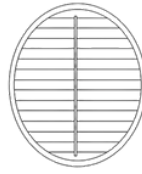
Elongated Eyebrow



Quarter Circle



Circle



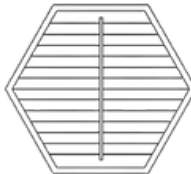
Oval



Triangle



Octagon



Hexagon

## Perfect half circle shapes in Z Frame

- If less than 35" wide, available only in 2.5" Deluxe Z, Bullnose and Flat Z frames
- If less than 30", available only in Bullnose Z frames.
- See chart on right for details.

Frame Type	Radius Chart			
	< 15"	15"-16"	16"-17.5"	> 17.5"
Bullnose Z	OK	OK	OK	OK
2.25" Crown Z	NO	OK	OK	OK
2.5" Deluxe Z	NO	OK	OK	OK
Flat Z	NO	NO	OK	OK
3" Elegant Z	NO	NO	NO	OK
1" L, Flat L	OK	OK	OK	OK
French Doors L	OK	OK	OK	OK
Deco Frames	OK	OK	OK	OK
Hang Strip	OK	OK	OK	OK

## Specialty Shapes with Sunburst Louvers

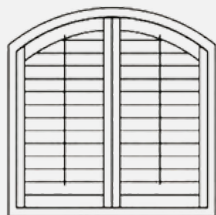
Specialty Shape Types	Panel Width		Panel Height	
	Min.	Max.	Min.	Max.
Circle	20	50	20	50
Half Circle	20	100	15	50
Quarter Circle	15	50	15	50
Eyebrow	20	100	15	50
Elongated Eyebrow	20	100	15	50
Oval	20	50	20	50
Hexagon	20	50	20	50
Octagon	20	50	20	50
Triangle	20	50	20	50

## Specialty Shapes w/ Horizontal Louver

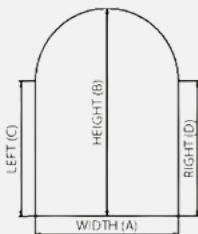
Specialty Shape Types	Panel Width		Panel Height	
	Min.	Max.	Min.	Max.
Circle	15	36	15	36
Half Circle	20	36	10	18
Quarter Circle	10	36	10	36
Eyebrow	20	36	8	8
Elongated Eyebrow	20	36	10	18
Oval	10	36	16	48
Hexagon	15	36	15	36
Octagon	15	36	15	36
Triangle	15	36	13	31

## Specialty Shapes - Contours, Rakes, Slopes

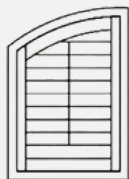
### Contoured Arches



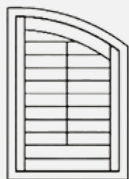
2 Panel Arch



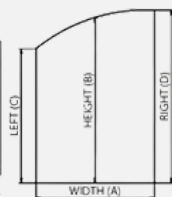
- Standard tilt, offset tilt or hidden tilt is available. Invisible Tilt is available in the lower rectangular portion only.
- When ordering hidden tilt, there may be a need to place a regular tilt bar at the center of the panel on the back side. This will happen only for the top 3 or 4 louvers because of the curved shape.
- As a reminder for Z frames, if you have a perfect half circle window that is less than 30" wide, Bullnose and Flat Z frames are the only frames available.



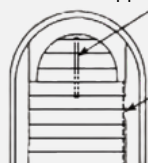
1/2 Arch Left



1/2 Arch Right

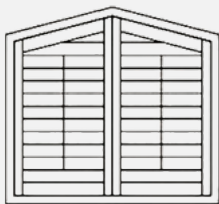


Rear Tilt Bar connecting upper louvers

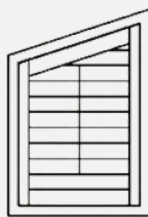
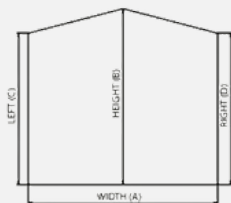


Hidden Tilt Location

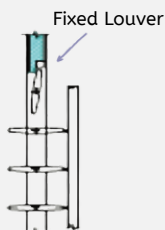
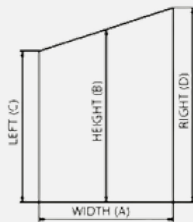
### Rakes or Slopes



Rake



1/2 Rake Left



Fixed Louver

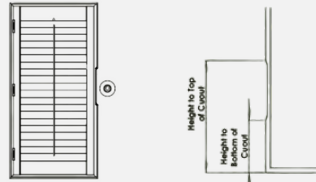
- Raked or sloped top shutters, have a straight angled top. The shutters are manufactured with an angled top rail to conform with the opening.
- Standard tilt, offset tilt or hidden tilt is available.
- When ordering hidden tilt, there may be a need to place a regular tilt bar at the center of the panel on the back side. This will happen only for the top 3 or 4 louvers because of the curved shape



# French Door-Cutout

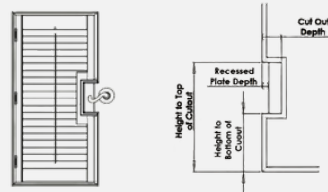
## Routed Notch Out

- A rounded notch is made on the frame to accommodate a knob handle that is too close to the shutter frame.
- Notch can be between .25" and .375". Specify the top & bottom of the notch from the bottom of the shutter.
- Height of the notch is made to order



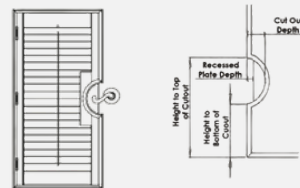
## Rectangular Cut Out

- It is generally necessary to accommodate handles on French doors.
- A custom rectangular cutout is created in both the frame and the shutter panel.
- This option is available exclusively with the 1" L Frame, Flat L, and French Door L Frame.
- Available louver options include 2½", 3½", and 4½"
- Please be advised that a surcharge will apply.

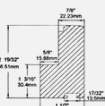


## Curved Cut Out

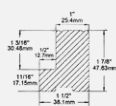
- Generally needed to accommodate handles on French doors.
- A custom curved cutout is made to the frame and shutter panel
- French Door L Frame will clear most 2.5" and 3.5" louver situations. Hidden tilt needs 5" additional depth
- Surcharge Applies



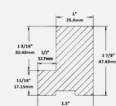
## French Door Cut Out Frames



French Door  
L Frame



1" L Frame



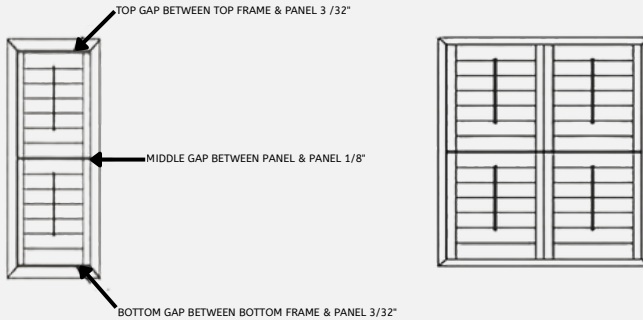
Flat L Frame

- When using the 3.5" or 4.5" Louvers with a hidden tilt rod, you may need to add an extension. Please refer to the louver clearance section in this product manual

### Surcharge Applies

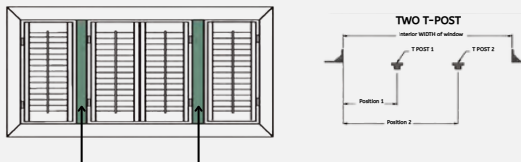
- Hidden Tilt rod requires additional 1/2" depth

## Double Hung

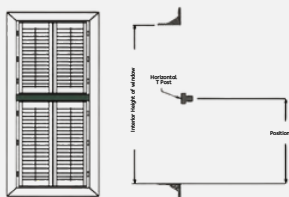


- Double hung shutters allow the panel(s) to operate independently of each other
- Double hung bi-fold shutters, with the panels the width of the panels and less than the height of the panels, to minimize panel sagging.
- Horizontal T-post is recommended

## Specifications for T-Post



- T-posts can be utilized to align with the design of a window that features a natural break.
- They are also effective for wider openings, ensuring that the panels remain within specifications.
- To determine the appropriate size for a window opening, measure from the left side of the window to the center of the first desired T-post location (as illustrated above). For multiple T-posts, measure from the far left of the window to the center of each T-post, as shown for position two.
- For frame-to-frame measurements, assess the distance from the left edge of the frame to the center of the desired T-post.



- Horizontal T-posts are needed when covering large window heights
- Horizontal T-Post Locations are measured from the bottom window edge for opening size shutters and from the bottom of the frame for frame-to-frame shutters

# Track Systems

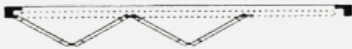
## Bifold Track Panel Fold Configurations

2 Panels	BF-2L
2 Panels	BF-2R
4 Panels	BF-2L/2R
4 Panels	BF-4L
4 Panels	BF-4R
6 Panels	BF-2L/4R
6 Panels	BF-4L/2R

6 Panels	BF-6L
6 Panels	BF-6R
8 Panels	BF-2L/6R
8 Panels	BF-4L/4R
8 Panels	BF-6L/2R
8 Panels	BF-8L
8 Panels	BF-8R

### Bifold Track

4 Panels Bifolding Left



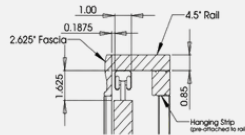
4 Panels Bifolding Right



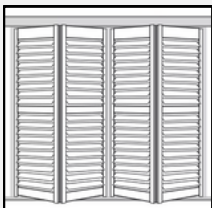
4 Panels 2 Bifolding Right. 2 Bifolding Right



- The optimal shutter application for patio doors, sliding glass doors, or large windows.
- Panels operate on an overhead track with a wheel carrier, allowing them to pivot into the room.
- Available in configurations of two, four, six, or eight panels.
- If spliced, the fascia will be offset from the center.

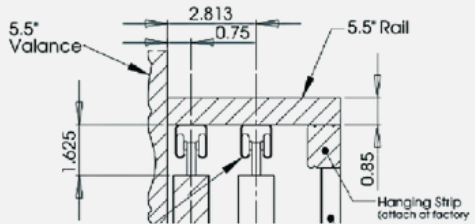
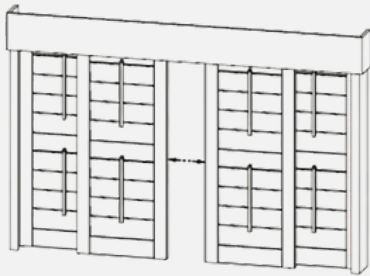


### Bifold Track Systems

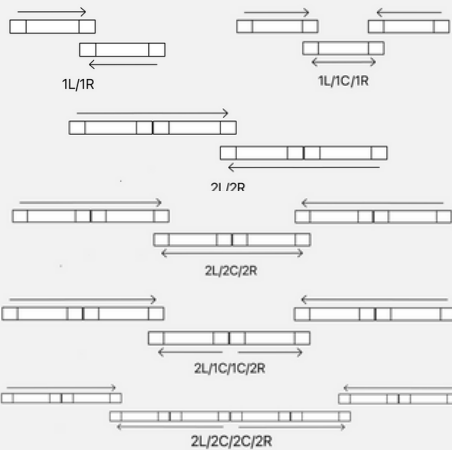


Description	Min	Max
Panel Width	9"	20"
Multi-fold panels	9"	20"
Panel Height	9"	120"

# Bypass Track Systems



## Bypass Track Single Panel Specs



Description	Min	Max
Panel Width	9"	36"
Panel Height	9"	120"

## Bypass Boxout Size

Track Position	Louver Size		
	2 1/2"	3 1/2"	4 1/2"
2 Track Closed	5.5"	5.5"	5.5"
3 Track Closed	6.5"	6.5"	6.5"
3 Track Open	6.5"	7.5"	N/A

## Stackback Option

Only offered as an outside mount!



Panels are built to cover the window. Header and tracks are made wide so panels stack off the glass.

- Stack Back By-Pass option allows for the shutter panels to clear the window opening, creating an unobstructed view.
- For 2, 4 or 8 panels add 50% of window opening size so panels clear the window opening.
- For 3 or 6 panels add 66% of window opening size so panels clear the window opening.

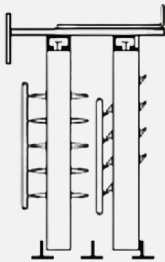
# Bypass Track Systems



Wall space for stacking panels off the glass

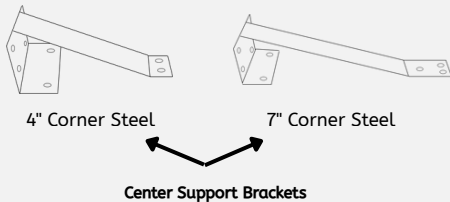
## Bypass Shutters

- Best shutter application for patio doors, sliding glass doors, or large windows.
- Panels ride on two overhead tracks with wheel carrier. Available in two, three, four, six or eight panels.
- Closed Bypass is the default for bypass. Louvers need to be closed before panels slide past each other. Can also be ordered as Open Bypass. Panels can slide past each other without having to close the louvers. 7.5" boxout is needed when this option is ordered. 3.5" Louver is max size for open bypasses.



- Open Bypass Panels can slide past each other without having to close the louvers. Great option to avoid damaging the shutter louvers.
- Bottom guide provided for all By-pass track types.
- Center support brackets will also be provided for all By-pass track types.
- If spliced, Fascia to be spliced off center.

## Decorative Boxout Fascia



# Measuring Information

## Measuring for Window Squareness

- To determine the squareness, measure diagonally. If measurements are not equal, consider taking greater deduction on your sizes. If the two diagonal measurements vary more than 1/2" you should consider an outside mount application.

## Direct Mount Squareness

- For direct mount, measure diagonally between corners to determine the squareness of the window. If the difference between the two measurements is larger than 1/4" then an outside mount is recommended.

## Measuring for Window Opening Size

- Measure the window width and the window height in three different places.
- Inside Mount: Take the smallest of the three measurements to determine the width and the height.
- Outside Mount: Select the largest of the three measurements to determine the final dimensions of the shutter.

## Measuring for Frame-to-Frame

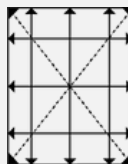
- For Frame-to-Frame measurements we will build the shutter unit (panels and frames) to your exact width and height you specify.
- Frame-to-Frame measurement should be used when trying to fit a shutter in a locations with obstruction. For example, between kitchen cabinets. You will need to account for the frame for MFF.

## Measuring Special Wall and Situations

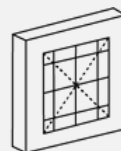
### Bull nose window condition

- For inside mount measure from the flat point inside the window.
- For outside mount measure from the flat point on the wall outside of the window. This is considered window size
- The purpose is to make sure the frame will be flat on the wall surface.
- Deco frames, L frames, or hanging strips can be used as outside mount options for Bull Nose wall condition.
- Z Frames or Hanging strips can be used for inside mounts.

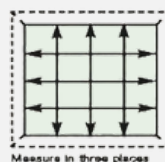
Front View



3D View



Window View



Measure in three places



## Measuring Information, Continued

### TIPS

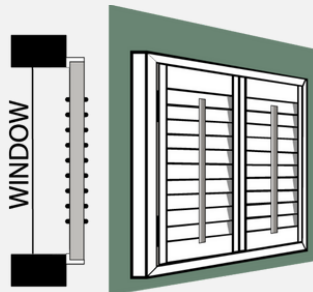
- Always use a steel measuring tape for your measurements
- Measure each opening separately, even if they appear to be the same size
- Inside mount: If no frame is required, a Hanging Strip Frame is recommended to reduce all light gaps that will otherwise be apparent around your shutter panel
- Outside mounts: Recommended for window casings that are not perfectly square
- Shutter frames must be mounted securely, into wooden studs or anchor correctly in the drywall.

### Mounting Options

Inside Mount

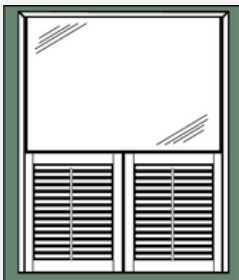


Outside Mount



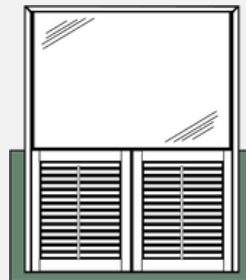
### **How to Determine the Number of Frame Sides and Some of the Most Common Conditions**

4 Sided Café Mount



- If you want a Four-Sided Frame Shutter but your window has a sill, you must state the frames sides to be four-sided with sill plate.
- Surcharge applies if frames exceeds 5" above the top of the panel. A sill plate is used to replace the regular bottom frame piece.

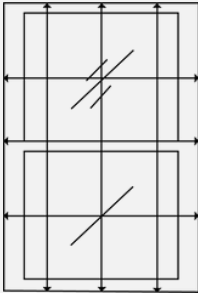
3 Sided Café Mount



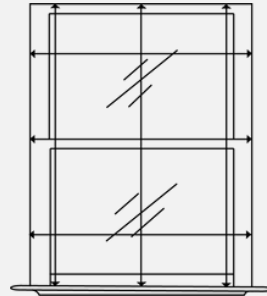
- If you want a three-sided Café shutter but your window has a sill, you must state the frames sides to be three-sided with sill plate.
- A sill plate is used to replace the regular bottom frame piece.



## Outside Mount Measurements



No Windowsill or Trim



With Windowsill or Trim

1. Measure the width at three different points. Measure from the outside edges of any side window trim or molding. If no side trim or molding, measure between side window casings. Write down the largest measurement.
2. Measure the height at three different points. Measure from the top of the top window trim or molding to bottom edge of the bottom trim or molding piece. If no top or bottom window trim or molding, measure from the inside edge of the top window casing and the bottom casing/sill. Write down the largest measurement.
3. For bullnose or radius edged openings, add 2 inches to the width and 2 inches to the height due to the non-mountable space caused by the curvature.

### Measuring for Specific Frames

To convert "Window Size" to "Net with Frame" for standard installation, follow these instructions.

Std. L Frame, French Door L Frame, Flat L Frame (OM)

	Width + ?	Height + ?
2 Side	3"	0"
3 Side	3"	1.5"
3 Sided with Bottom Sill Plate	3"	1.5"
4 Sided	3"	3"
2 Sided w/ Top & Bottom Sill	3"	0"

2.25" Deco Frame & 2" Insert Deco's (OM)

	Width + ?	Height + ?
2 Side	5.5"	0"
3 Side	5.5"	2.75"
3 Sided with Bottom Sill Plate	5.5"	2.75"
4 Sided	5.5"	5.5"
2 Sided w/ Top & Bottom Sill	5.5"	0"

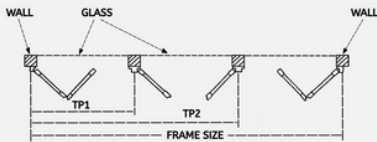
# Post Options

## T-Posts

### Outside Mount

Frame/Window Size measurement

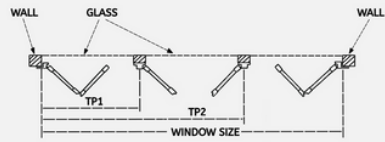
Measure the frame size and identify the T-Post locations from the outer edge of the left frame to the center of each T-Post.



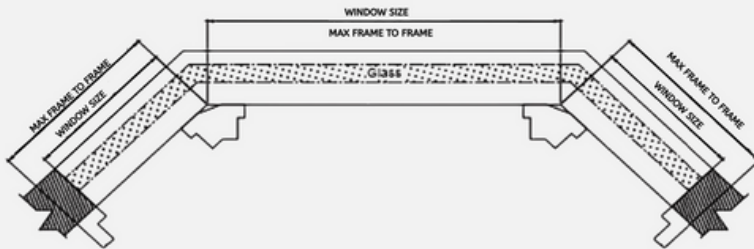
### Inside Mount

Window Size Measurement

Measure the window size and identify the T-Post locations from the inside edge of the window opening to the center of each T-Post



## Bay Window Post

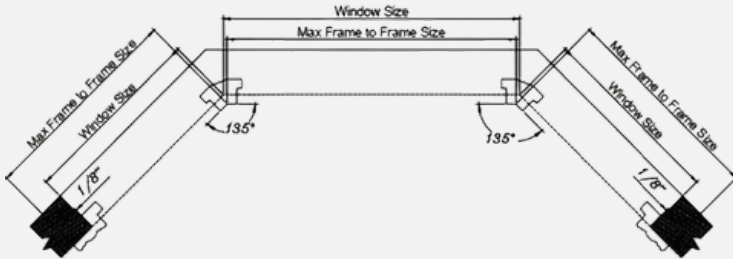


### Bay Window Outside Mount

- Shutter is made as a single unit with the bay post to cover both windows
- Standard angle = 135 (Custom angle is available). Surcharge applies when ordering bay post
- Sizes will be different if ordering window size or Frame-to-Frame.
- It is advised to measure from left to right.
- For pricing take the width and height of each section of the bay window. Figure the sqft, multiply by your cost and add for surcharge

## Posts, Continued

### Bay Window Post



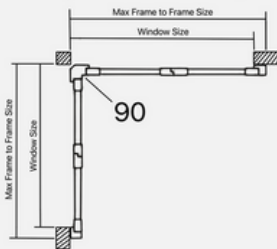
### **Z Frame Inside Mount** Corner Windows

#### Outside Mount

##### Window Size Measurement

Specify Corner Group Left or Right shutter on the order form. When installing an outside mount corner unit, the corner frames are attached to the top and bottom of window opening only. Alternatively, you can also order extra frames to mount behind corner frames for ease of installation.

L Frame Outside Mount Corner Window  
(with break in the window)

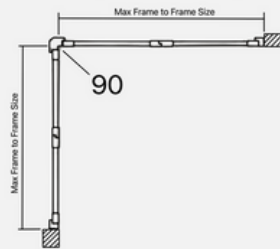


#### Inside Mount

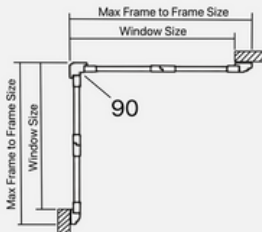
##### Window Size Measurement

Specify Corner Group Left or Right shutter on the order form. Factory will make deductions and supply spacer. For inside mount corner shutters, there should be no objects protruding out of the corner.

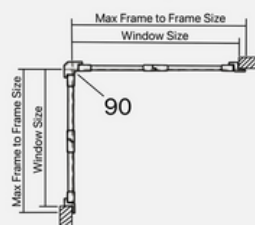
L Frame Inside Mount Corner Window  
(continuous window)



Decor Frame Outside Mount (Corner Window)



Z Frame Inside Mount (Corner Window)



## Square Feet Calculations

### **Square/Rectangular Shutter**

#### **Inside Mount: Actual Window Opening Size**

##### **Z Frames:**

Width: Width of window opening + 2" (BZ17), + 2.5" (CZ22), + 3" (DZ25), + 4" (EZ30), + 1.5" (TZ88), or + 2.69" (FZ23)

Height: Height of window opening + 2" (BZ17), + 2.5" (CZ22), + 3" (DZ25), + 4" (EZ30), + 1.5" (TZ88), or + 2.69" (FZ23)

Includes: Bullnose Z, Crown Z, Deluxe Z, Elegant Z, Tilt Out Z, and Flat Z Frame Deluxe Z

Example: 21" x 57" added up = 24" x 60" = 10 sq. ft.

##### **Hang Strip:**

Width: Width of window opening

Height: Height of window opening

Example: 24" x 60" = 24" x 60" = 10 sq.

#### **Outside Mount: Frame-to-Frame (Edge-to-Edge)**

##### **Outside Mount: Frame-to-frame (Edge-to-Edge)**

Width: Width of shutter ordered

Height: Height of shutter ordered

Includes: Deco, Standard L, French Door L, Flat Land Hanging Strip

L Frame Example: 24" x 60" = 24" x 60" = 10 sq. ft.

#### **Outside Mount: Actual Window Size**

##### **All Outside Mount: Actual Window Size**

Width: Width of window ordered + total frame width per frame side

Height: Height of shutter ordered + total frame width per frame side

Includes: Deco, Standard L, French Door L, Flat Land Hanging Strip

4 Sided L Frame Example: 21" x 57" added up = 24" x 60" = 10 sq. ft.

## Square Feet Calculations, Continued

### **Contoured, Rake, Specialty, or Sunburst Shutter**

#### **Inside Mount: Actual Window Opening Size**

##### **Z Frames:**

Width: Width of window opening + 2" (BZ17), + 2.5" (CZ22), + 3" (DZ25), + 4" (EZ30), + 1.5" (TZ88), or + 2.69" (FZ23)

Height: Height of window opening + 2" (BZ17), + 2.5" (CZ22), + 3" (DZ25), + 4" (EZ30), + 1.5" (TZ88), or + 2.69" (FZ23)

Hang Strip:

- Width: Width of window opening
- Height: Height of top of the arch

#### **Outside Mount: Frame-to-Frame (Edge-to-Edge)**

##### **Outside Mount: Frame-to-frame (Edge-to-Edge)**

Width: Width of shutter ordered

Height: Height of top of shutter's arch

### **Bypass Shutter**

#### **Inside Mount Window Size**

Width: Width of shutter ordered

Height: Height of top of shutter's arch

#### **Outside Mount: Frame-to-Frame**

Width: Width of shutter ordered

Height: Height of top of shutter's arch

### **French Door Shutter**

#### **Outside Mount: Frame-to-Frame (Edge-to-Edge)**

##### **All Outside Mount Frames:**

Width: Width of shutter ordered

Height: Height of shutter

Includes: Standard L, French Door L, and Flat L Frames

# Shutter Markings Specifications

## Panels:

Panels to be stamped in blue ink on the bottom of the bottom rail towards the hinge section.

## Example:

	Order-L-W-P	
	Order# - Line# - Window# - Panel#	
	134846-1-1-1	

(View of bottom of panel)

Order and LWP markings to be stamped onto the panel as shown below.

- A LWP # of 1 1 1 means Line 1, Window 1, Panel 1.
- If you had two 1 panel shutters on 2 lines, then the LWP numbers would be 1 1 1 for the first one and 2 1 1 for the second one.
- If you had a 1 panel shutter with a quantity of 2 on one line, then the LWP would be 1 1 1 for the first one and 1 2 1 for the second.
- If you had a 2 panel shutter on 1 line their panels would be 1 1 1 and 1 1 2.

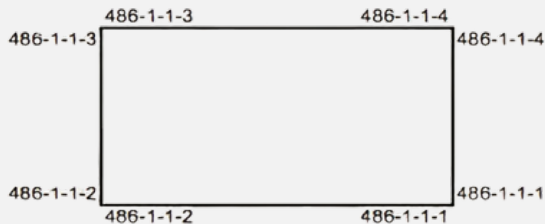
## Frames

Frames to be marked in the miters or on ends of each end of the frame piece.

Order# - Line# - Window# - Corner# is to be marked in ink

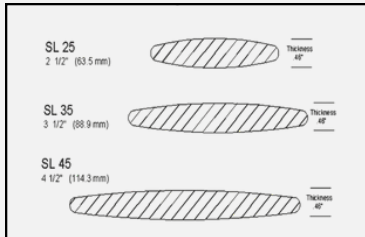
- Starting with Corner 1 in the bottom right hand corner of the frames increasing the number going clockwise around the shutter.
- Window and Line number increase just like the panel do.

## Example:

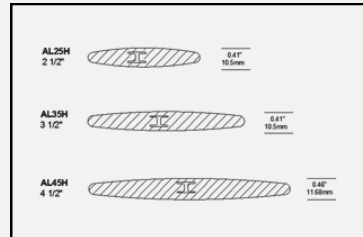


# Elegant Shutter Poly Profile

## Louver Regular Series

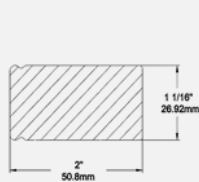


## Louver Reinforced Series

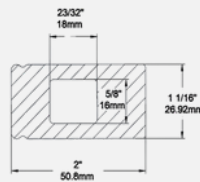


## Stile

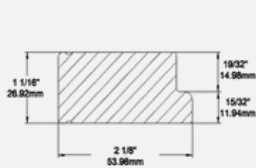
[SS20] Standard Solid Stile



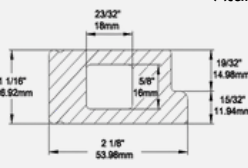
[AS20] Standard Stile with  
Aluminum insert



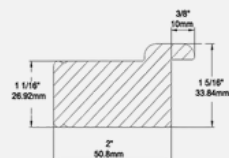
[SSR21] Rabbeted Solid stile



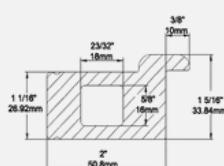
[ASR21] Rabbeted stile with  
Aluminum insert



[SS20] Astragal Solid stile



[SA20] Astragal stile with  
Aluminum inser

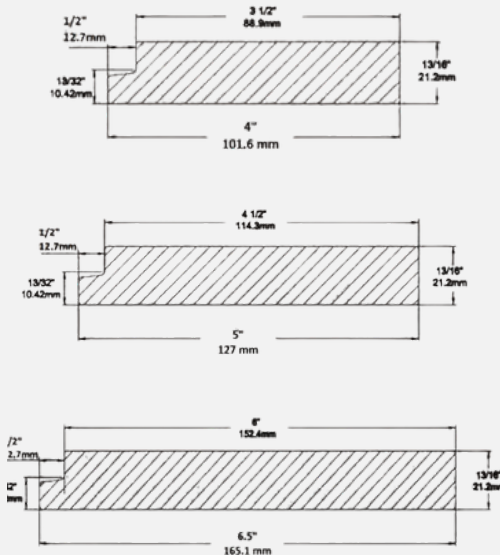




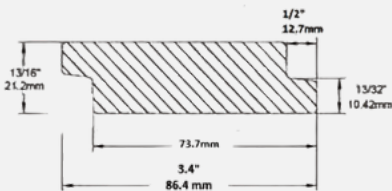
# Elegant Shutter Poly Profile Continued

## Top/ Bottom Rail & Divider Rail/ Tilt Bar & Light Stop

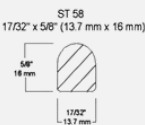
### Top/ Bottom Rail



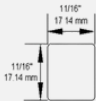
### Divider Rail



### Tilt Bar



### Stop Light Strip SS 58 11/16" Wide (17.14mm)



## Packing Specifications

- Panels and frame pieces are to be wrapped in Poly bags.
- Panels to be in their own boxes with either one or 2 panels per box.
- No mixing of panels of different line items in one box
- Frames, Light Stop, Build out, Extra Frame, and hardware to all go into 1 carton.
- Styrofoam corners and sides are to be used to suspend panel and frames in their boxes.
- Panel boxes to be taped bound only.
- Frame boxes are to be taped and bound.
- Carton Labels to be put on one end of the cartons.
- Matching panel and frames cartons to have corresponding labels.
- Cartons number in correspondence with the line numbers.
- Panel cartons numbered before frame cartons.
- If an order has 2 lines with 3 cartons each:
  - Line 1 panels would be cartons 1 & 2
  - Line 1 frames would be carton 3
  - Line 2 panels would be cartons 4 & 5
  - Line 2 frames would be carton 6

## Installation Instructions

- Remove and keep all packaging until installation is completed.
- Carefully inspect all panels prior to installation.
- Assemble the frame on a soft surface with Hoffman keys provided.
- Place the frame into the window opening.
- Install screws towards the top of the left & right frames first. Do not over tighten.
- Install panel onto hinges with the hinge pins provided.
- Rack bottom of the framing to level the tops of the panels evenly or the panel even with top frame as much as possible.
- Tighten the screws into the bottom frame and bottom of the right and left frame, and adjust tightness to get a secure fit.
- If panels are still uneven, slightly loosen screws in the slots of the hinges and adjust the panel position as need to acquire the correct location, and tighten screw back once in place.
- Install screws every 18" to 24" around the frame check the panel close after each screw install.
- Once frame is secure and panels are in the correct position, install a screw into the hinge set screw hole to prevent the hinges from moving over time.
- If the shutter is not flat to the wall, use adhesive caulking to fill the uneven gaps between the wall and framing make small adjustments.
- Install panel onto hinges.

# Online Ordering

## LOGGING ON

1. Open up your internet browser and go to <https://7504.picbusiness.com/> and you will see the Log-in screen for ordering your Elegant Shutters and components.
2. In the User ID box, please type in your given Log-In name.
3. In the Password box, please type in your given temporary password.
4. Once you have entered your information correctly, click on to the "Login Now" button to enter the site.
5. You will need to click the Agree button to agree with the Terms of Service to continue into the site. The Terms of Service can be found by clicking on the ePIC General Service Agreement in the box.
6. Once in the site you need to change your password, by clicking on the Change Password tab on the left side of the screen. You will need to enter your old password as well as your new password for it to be changed.

## INITIAL ORDER SETUP

7. To place an order, click the Sales Order Tab on the left side of the screen and then click on Manage Order. You will see the Add button in the middle of the screen. Click it to open the start page for the ordering process.
8. Click on the Customer button and then click on your account name. You will see that all your information will be automatically entered in the Ship-To, Email, Salespeople, and Status Tabs. You can verify each tab by clicking on it and checking all the information.
9. You will always either choose the Order or Quote selection for the type of order you want.
10. You will need to fill in the Placed By, Tag/Sidemark, and Client PO boxes to continue with the order. If you have any comments, enter them in the General Comments Box.
11. Once all information is entered, click the Next button to continue. An order can be canceled at any time by hitting the Void or Cancel buttons.
12. Under the Start tab, you will need to choose what type of order you want to place, Shutters or Extrusion Sales (for ordering cartons or crates of extruded components).
13. For Shutter Orders, you then need to choose which product, Equal T-Post, Standard, Uneven Panel, or Uneven T-Post Shutters, and then choose the Model, 2.5", 3.5", or 4.5" Louver.
14. Once you have chosen your shutter, you will need to fill in the remaining information: Quantity, Color, Room Location, Width, Height, Mount, # of Panels, Tilt Bar, Frame Type, Frame Sides, Stile Type, Divider Rail, Panel Configurations, and T Post Locations (if applicable).
15. Once you have entered all your information correctly, click the OK Item button to add the shutter to your order. The system automatically enters the information from the previous order into the next shutter for faster order entry.
16. You can add more shutters to the order, or you can click the Summary button to view your order. You can edit your order by right clicking on the line you would like to edit and choose from the available options: Change, Delete, or Repeat This Item.
17. If you are finished with your order, you click the Save button to place the order. You also have the option at this time to save the order as a Quote, Sales Order, Go Back to the Summary, or Void the order by clicking the appropriate buttons.

### **Opening Size & Frame-To-Frame**

Opening Size - We assume that the dimensions shown on order form are exact inside window dimensions. We will make deduction of 1/8" per side of Inside Mounting frames.

Net size - is defined as the actual finished width and height of the panel including frames. No deduction will be made when frame to frame ordered order entry.

## Partner Guidelines



**Thank you for choosing Elegant Window Fashions as your partner.** We are genuinely committed to helping you fulfill your customers' shutter needs while supporting your business growth. Your success is important to us; please let us know how we can best serve you. We aim to make your experience with us profitable, efficient, and surprisingly enjoyable!

- **\*Setting Up Your Account\*\***

Once all necessary paperwork is processed, the exciting part begins. Our Accounting Department will email you a Customer Partner ID, allowing you to start placing orders immediately. This email will also include your online account ID, password, credit limit, payment method, and essential contact information. The setup process typically takes only a few business days.

- **\*Paying for Your Orders\*\***

Most Customer Partners prefer to make payments via ACH or credit card. Our Ordering System will send you a receipt for your payment. If you require an alternative payment method at any time, please contact the Elegant Shutters Accounting Department at 817-633-4005 for assistance.

- **\*Initial Credit Limit\*\***

We aim to establish a fair credit limit for you. Credit limits are designed to mitigate risk for both parties and are not fixed. We are open to collaborating with you to determine the most suitable threshold for your account. Please reach out to our Accounting Department or your sales manager to discuss your options.

- **\*Necessary Legal Disclaimer\*\***

Elegant Shutters reserves the right to determine and modify payment terms and credit limits at our sole discretion. Please note that, as banks charge Elegant Windows for NSF checks, a fee of \$25.00 will be applied for any returned checks.

## Partner Guidelines



### Ordering

#### **\*Placing Orders\*\***

We appreciate your business and want your experience with Elegant Window Fashions to be as easy and trouble-free as possible. We highly encourage you to take advantage of your online account and place your orders at [www.elegantwf.com](http://www.elegantwf.com). Log in using your Login ID and Password 24/7.

Orders placed via [www.elegantwf.com](http://www.elegantwf.com) will be eligible for our "25% Oops Discount." This means if you make an unfortunate mistake during the ordering process, we will share in the mistake and discount your reorder by 25%. Please note that this discount on remakes will only be applied if dealers enter their own orders in ordering system portal

### I need assistance! to request a change or cancellation.

Relax, we want to help. Although reliable delivery times for your shutters requires strict manufacturing scheduling, we will do our very best to accommodate your request. If we can make a change/cancellation to your order, we will do so at no charge, if possible.

Please do not hesitate to contact us, even if it may be too late to implement changes. We are here to assist you and offer alternative solutions to rectify the issue.

### I need to update my customer profile.

If you need to update your dedicated 'ship to' location, change your phone number, add an authorized online user, or address any other request, please email your inquiry to [service@elegantwf.com](mailto:service@elegantwf.com) from an authorized email associated with your account.

#### **\*Liability\*\***

There are instances when customers may prioritize their preferences to the extent of waiving the warranty on their products. While we do not recommend this course of action, we recognize that there are reasonable circumstances in which we may accommodate such requests. Please consult with us to determine whether we can fulfill the customer's request, or refer to the product guide to assess the feasibility of the request.

A liability release signifies that the customer acknowledges the potential for product failure but is willing to proceed regardless. This release waives all expressed and implied warranties associated with the specified shutter(s). Consequently, we cannot be held liable for the product's performance in these cases. It is important to note that any oral or written agreement will not alter the terms of the liability release, and payment will still be required. We aim to communicate this clearly, without intending to sound harsh.

Elegant Window Fashions will not grant a liability release in situations where we are certain the product will fail. We must maintain a firm stance on this matter.

## Partner Guidelines



### Shipping & Delivery

Orders are shipped via FedEx or LTL carriers for standard ground transportation to your designated shipping location. Please note that shipments outside the continental United States will require freight quotes on a case-by-case basis.

In rare instances where additional services—such as inside delivery, lift gate assistance, re-consignment, re-delivery, or storage—are necessary, applicable fees may apply. We encourage you to reach out to your sales support agent for further details.

We will make every reasonable effort to adhere to our lead times and will inform you in advance of any potential delays during holidays and special events. Should any unforeseen delays occur, we will promptly notify you as soon as we become aware of them.

### RGA

Our ultimate goal is to prevent issues from arising. However, in the unfortunate event that something does go wrong, we aim to address these matters as swiftly and efficiently as possible. To achieve this, we require your assistance. The most effective approach is to communicate clearly and in detail about the problem you are experiencing and the steps necessary to resolve it. Please reach out to us via email at [service@elegantwfv.com](mailto:service@elegantwfv.com), including any relevant photos of the issue, as this will facilitate a more efficient response.

### What is a reorder?

This indicates that an error occurred during the submission of your order, resulting in the selection of an incorrect size, color, frame, or similar issue. If your original order was placed online, we will share the error and provide you a 25% Oops Discount.

### What is a remake?

This indicates that an issue occurred with your order that was beyond your control, such as shipping damage or missing components. We will endeavor to process remake requests through our North American facility, aiming to ship the replacement within one and a half weeks from the date of confirmation.

Please specify if you require us to include hardware for component remakes, such as frames or panels. Rest assured, complete shutter remakes will automatically include all necessary hardware.



Elegant Window Fashions offers the best warranty in the industry, covering all issues after proper installation. Thank you for choosing Elegant Window Fashions

## Partner Guidelines



### Freight Discrepancies, Visible Damage, Concealed Damage, Box Shortages.

In most cases, it is advisable to schedule the installation of shutters promptly after their arrival. Any reports of damage or shortages should be made immediately. In instances where the customer is unavailable for various reasons, please pay particular attention to these orders. Assess and report any damages or shortages without delay. Our goal is to ensure your customer's satisfaction and facilitate timely payment. If you encounter any shortages or damages, please follow these two simple steps, and we will handle the rest.

- Please document any missing, damaged, or otherwise compromised boxes on your Delivery Receipt and obtain a claim or exception number. This includes noting any unusual markings, such as size 12 boot prints. This step is crucial; thorough documentation on the Delivery Receipt enables us to advocate effectively with the carrier on your behalf. Neglecting to record any issues may result in the carrier denying all responsibility, which is detrimental to both parties involved.
- Alternatively, we also accept (RGAs) via email. Kindly send the complete order information, including the order number, item specifications, and details of the parts requiring remaking, along with accompanying photographs, to [service@elegantwtf.com](mailto:service@elegantwtf.com).

Your request has been successfully submitted! We will process it as quickly as possible to minimize your wait time. We will either manufacture the items at our facility or ship the necessary components from our Texas location. Any supporting information, such as images, would be greatly appreciated.

### Claims must be reported within 15 business days of receipt of the shipment.

Elegant Window Fashions is required to adhere to these guidelines; otherwise, we will be unable to file a claim with the carrier for damaged or missing boxes. Your assistance in this matter is greatly appreciated.



# Elegant

WINDOW FASHIONS

802 Avenue R  
Grand Prairie, TX 75050  
Toll-Free: 1-888-615-0642  
Local: 817-633-4005  
Email: [service@elegantwvf.com](mailto:service@elegantwvf.com)  
Website: [www.elegantwvf.com](http://www.elegantwvf.com)