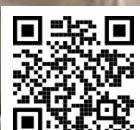


# Bella

Faux Wood Blinds



Reference Guide 2026



Elegant  
WINDOW FASHIONS

## **Blind Specs and Terminology**

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## Summary

- Minimum Width.....14.75"  
Maximum Width.....84"
- Minimum Height.....20"  
Maximum Height..... 96"  
- max width 60" over 84" height
- All blinds color: Bright White
- 2" blinds available in smooth or embossed texture
- 2.5" blinds available in smooth finish only
- Wand Control Location: Left
- Wand Length:
  - 21" wand for blind 24" wide or less
  - 25" wand for blind wider than 24"
- Factory allowance on width (+/-) 1/8"
- Factory allowance (+ 1 slat)
- Valance Returns: 7/8" (IM), 3-1/8" (OM), or Custom

## Valance Choices

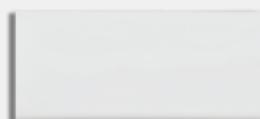
2.5" Modern Arc  
Valance



3.25" Classic Crown  
Valance



3.25" Flat Modern  
Valance



## 2" Embossed Cordless Blind

**Headrail:** 1.5" x 2" wide low profile PVC headrail

**Left Wand Tilter:** Utilize the wand to operate the blinds, opening or closing them as needed.

**Cord Ladder:** polyester braided cord ladders provide maximum strength and flexibility with minimum stretch, ensuring overlap when closed.

**Bottom Rail:** reinforced rectangular, hollow PVC bottom rail with end caps

**Valance Types:** 2.5" modern arc valance

**Slats:** 2" embossed

**Color:** White EO2

**Lengths:** 36", 42", 48", 54", 60", 66", 72", 78", 84", 96"

**Cordless:** cordless design with a simple raise and lower via manual movement of the bottom rail.

## 2" & 2.5" Smooth Cordless Blind

**Headrail:** 1.5" x 2" wide low profile PVC headrail

**Wand Tilter:** Utilize the wand to operate the blinds, opening or closing them as needed.

**Slats:** 2" or 2.5" smooth slat finish

**Cord Ladder:** polyester braided cord ladders provide maximum strength and flexibility with minimum stretch, ensuring overlap when closed.

**Bottom Rail:** reinforced rectangular, hollow PVC bottom rail with end caps

**Valance Types:** 2.5" modern arc, 3.25" flat modern, 3.25" classic crown (hollow)

**Color:** White EO2

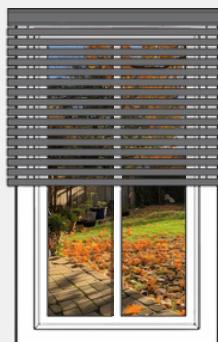
**Lengths:** 36", 42", 48", 54", 60", 66", 72", 78", 84", 96"

**Cordless:** cordless design with a simple raise and lower via manual movement of the bottom rail.

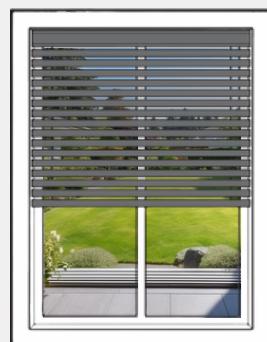
## Measuring for Blinds

Installing blinds correctly depends on measuring windows well. The first step to measuring windows well is to decide whether you want to purchase Outside or Inside Mount Blinds, as this will affect your measurements.

### Outside Mount



### Inside Mount



## Proprietary cordless module design

The variable tension spring effectively secures the blind in place at key positions, such as the top or bottom, during operation. Its design, though simple, ensures durability by minimizing the number of moving components, thus enhancing longevity.

**Valance return Options** 

7/8", 3.125", custom, or none

**Common Valance**

2 blinds in one window with

1 valance



**3 valance options**

2.5" Modern Arc Valance

3.25" Classic Crown Valance

3.25" Flat Modern Valance



**Co-extruded light weight PVC.**

Smoother operation and  
25% Lighter blind material

**Lengths:**

36", 42", 48", 54", 60"

66", 72", 78", 84", 96"



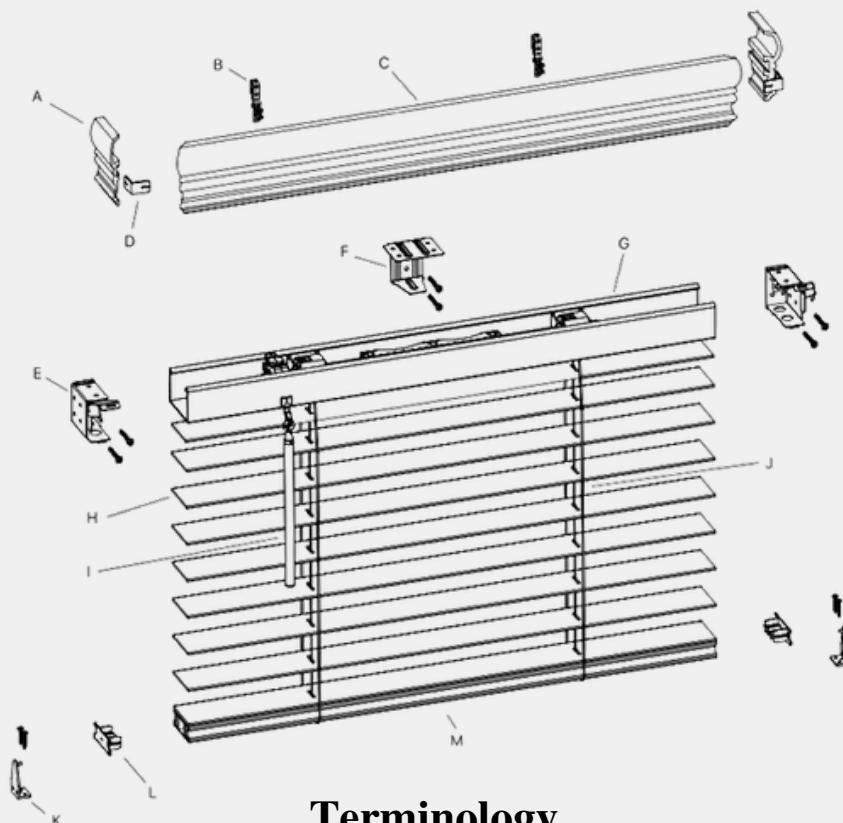
**Non-stretch nylon pull cord**  
Accurate bottom rail placements



**Reinforced bottom rail**

Keeps bottom rail straight across wide blinds  
Easy to grip bottom rail

Keeps weight of blind down



## Terminology

A. Valance returns	B. Valance Clips
C. Valance	D. Valance Return Clip
E. Install Bracket	F. Center Support Bracket
G. Head Rail	H. Slat
I. Tilt Wand	J. Ladder
K. Holddown Bracket	L. Bottom Rail End Cap
M. Bottom Rail	

**1) At what size is the center support bracket necessary?**

Blind Width	Center Support Bracket
$x < 25"$	0
$25" < x < 40"$	1
$40" < x < 50"$	2
$50" < x < 60"$	2
$60" < x < 73"$	2

**2) What are the minimum height and width?**

14.75x30

**3) What are the minimum depth and flush depth?**

Min. depth is 1.5"

Standard depth is 2.5"

**4) What is your stacking chart?**

Length	2" FW	2.5" FW
36"	5	4.5
42"	5.5	5
48"	6	5.5
54"	6.5	6
60"	7	6.5
66"	7.5	7
72"	8	7.5
78"	8.5	8
84"	9	8.5
96"	10	9.5

**5) What material are your head and bottom rails made of?**

- PVC

**6) What material are your slats made of?**

- Coextruded PVC

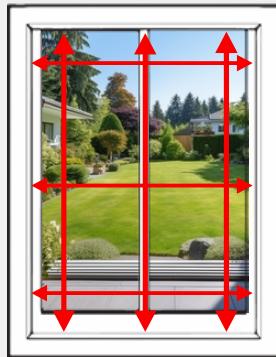
**7) What material are your ladder and wand made of?**

- The ladder is made of non-stretch polyester, and the wand is made of PVC

**8) What is your product's country of origin?**

- Cambodia

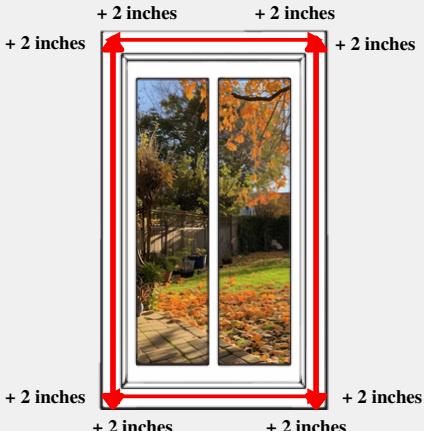
**First**, measure the width of the window at three different points; namely, the top, middle, and bottom, and record the measurement with the smallest value.



**Please follow these steps for optimal installation.** Remember to unpack the blinds and mounting hardware with care and thoroughly acquaint yourself with the contents of the package, ensuring all installation hardware is present before you begin.

1. Begin by positioning the mounting brackets flush and level with the window frame. Use a pencil to mark the screw holes, setting the brackets further into the opening to accommodate the decorative valance if provided. We recommend marking diagonal holes for a more secure installation. Create starter holes for the screws by using a hammer or drill bit to facilitate fastening.
2. Insert two screws to secure the first bracket and repeat the process on the opposite side of the window. Once both brackets are straight and aligned, fasten and tighten the screws.
3. Install any center support brackets that came with the blinds. Ensure alignment accuracy by using a level tool or steel measuring tape. Be mindful of the center support brackets; position them off-center to avoid interference with internal mechanisms.
4. Attach the valance clips, included in the package, securely onto the headrail. Remember to space them evenly to prevent obstruction of the internal mechanisms.
5. Slide the headrail into the brackets. Close the bracket covers by pressing up on the bottom of the bracket with your thumbs while lowering the front part of the bracket until they snap into place.
6. Snap the valance into your valance clips.
7. Test your new blinds. Raise and lower them using the pull cord and tilt the slats by adjusting the tilt cord or rotating the wand.

**Begin** by measuring the width of the window, which can be achieved by measuring the distance between the left and right edges of the window frame. The height of the window can then be determined by measuring from the top of the window frame to the windowsill. To ensure optimal privacy and light control, it is recommended that an additional 4 inches be added to both the height and width measurements.



**Please follow these steps for optimal installation.** Remember to unpack the blinds and mounting hardware with care and thoroughly acquaint yourself with the contents of the package, ensuring all installation hardware is present before you begin.

1. Begin by positioning your blind on the wall surface or window trim. Use a pencil to mark the left and right outside edges along the bottom and sides, ensuring that the blind is centered and level.
2. Align the side and bottom of your first mounting bracket along the inside of your pencil mark, and mark the holes. Pre-drill and insert screws. If you are mounting into drywall with no studs behind, use drywall anchors. Repeat this process for the opposite mounting bracket.
3. If you have a center support bracket, install it slightly off-center above a section of the headrail so that it will not interfere with the operation of the blind cord.
4. Snap the included valance clips over the headrail, spacing them evenly to avoid interfering with any mechanisms inside the blinds.
5. Slide the headrail into the brackets. Close the bracket covers by pressing up on the bottom of the bracket with your thumbs while lowering the front part of the bracket until they snap into place.
6. Attach the side returns of your valance using the supplied L-brackets. Snap your valance into the pre-installed clips.
7. Test your new blinds. Use the pull cord to slowly raise and lower your blinds, and tilt your slats by either adjusting the tilt cord or rotating the wand.

# 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@elegantwf.com](mailto:service@elegantwf.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@elegantwf.com](mailto:service@elegantwf.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.

## Commercial/Contract Orders have a 1-Year Limited Lifetime Warranty.

This commercial warranty is exclusive and in lieu of all other obligations, liabilities, or warranties. All other warranties, both expressed and implied, are explicitly disclaimed. In no event shall Elegant Window Fashions be liable or responsible for incidental or consequential damages or for any other direct or indirect damage, loss, cost, expense, or fee.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so this limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

**SERVICE:** If you believe a product is defective, please return the product with your original sales receipt to the retail store at which you purchased the product. This store will arrange for inspection of the product and repair or replacement, if warranted, by a licensed fabricator or Elegant Window Fashions. If you need further assistance regarding this warranty, you may write or call Elegant Window Fashions at the telephone number provided below.





# Elegant



WINDOW FASHIONS

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