



# Northwest Screen Products

A FULL SERVICE CUSTOMER FRIENDLY WINDOW SCREEN SHOP

865 Conger Street, Suite 19 / Eugene, Oregon 97402  
PH 541-683-5404 / FAX 541-344-8919 / northwestscreens.com

## Window Screen Order Form Instructions

When filling your order form, fill out billing information first. If you would like us to deliver your order, please fill out the delivery information next. The document number line is intended for invoice and PO numbers.

The standard window screen consists of fiberglass screen, 5/16" thick white frame, and visible corners. If you want these standard options, mark the standard options and continue to hardware type. If you want any of the upgrade options, mark them and continue to hardware type.

When determining the appropriate hardware type for your screen, you need to consider how the screen is held in the window frame. If standard corner tension springs and plastic finger pulls are needed, indicate this in the hardware type field. If the hardware requirements are nonstandard, indicate the nonstandard requirements in the hardware type field.

Once you have chosen the hardware type, determine it's placement on your window screen. Now indicate the hardware's placement on the order form. To do this you will need to provide a drawing in the hardware placement field that shows the hardware's location along with dimensions.

Now that you have chosen the screen's configuration, indicate the quantity needed followed by the screen's width and height. Leave all gray fields blank for Northwest Screen Products.

If you desire our premium services, indicated at the bottom of our form, call us to arrange those services. Once your order form is complete and customer agreement is signed, bring it to our shop with payment.

We accept cash and checks.



# Northwest Screen Products

A FULL SERVICE CUSTOMER FRIENDLY WINDOW SCREEN SHOP

865 Conger Street, Suite 19 / Eugene, Oregon 97402  
 PH 541-683-5404 / FAX 541-344-8919 / northwestscreens.com

## Window Screens Order Form

Order Date \_\_\_\_\_  
 Due Date \_\_\_\_\_  
 Sales Rep \_\_\_\_\_ Doc# \_\_\_\_\_

### Billing Information

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

### Delivery Information

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Special Instructions \_\_\_\_\_

### Order Information

Gray sections for office use only.

SET 1	Standard	Upgrade Options	Hardware Placement	Hardware Type							
<b>Material</b>	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Insect <input type="checkbox"/> Pet <input type="checkbox"/> Solar <input type="checkbox"/> Alum (Brt) <input type="checkbox"/> (Drk)		<b>Additional Information</b>				<input type="checkbox"/> New Screen <input type="checkbox"/> Re-Screen			
<b>Frame Color</b>	<input type="checkbox"/> White	<input type="checkbox"/> Beige <input type="checkbox"/> Bronze <input type="checkbox"/> Aluminum		QTY	WIDTH	HEIGHT	UNITED TOTAL	UNIT COST	ADDITIONAL OPTIONS	TOTAL COST	TOTAL PRICE
<b>Thickness</b>	<input type="checkbox"/> 5/16"	<input type="checkbox"/> 3/8"									
<b>Corners</b>	<input type="checkbox"/> Visible	<input type="checkbox"/> Non-Visible									

SET 2	Standard	Upgrade Options	Hardware Placement	Hardware Type							
<b>Material</b>	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Insect <input type="checkbox"/> Pet <input type="checkbox"/> Solar <input type="checkbox"/> Alum (Brt) <input type="checkbox"/> (Drk)		<b>Additional Information</b>				<input type="checkbox"/> New Screen <input type="checkbox"/> Re-Screen			
<b>Frame Color</b>	<input type="checkbox"/> White	<input type="checkbox"/> Beige <input type="checkbox"/> Bronze <input type="checkbox"/> Aluminum		QTY	WIDTH	HEIGHT	UNITED TOTAL	UNIT COST	ADDITIONAL OPTIONS	TOTAL COST	TOTAL PRICE
<b>Thickness</b>	<input type="checkbox"/> 5/16"	<input type="checkbox"/> 3/8"									
<b>Corners</b>	<input type="checkbox"/> Visible	<input type="checkbox"/> Non-Visible									

SET 3	Standard	Upgrade Options	Hardware Placement	Hardware Type							
<b>Material</b>	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Insect <input type="checkbox"/> Pet <input type="checkbox"/> Solar <input type="checkbox"/> Alum (Brt) <input type="checkbox"/> (Drk)		<b>Additional Information</b>				<input type="checkbox"/> New Screen <input type="checkbox"/> Re-Screen			
<b>Frame Color</b>	<input type="checkbox"/> White	<input type="checkbox"/> Beige <input type="checkbox"/> Bronze <input type="checkbox"/> Aluminum		QTY	WIDTH	HEIGHT	UNITED TOTAL	UNIT COST	ADDITIONAL OPTIONS	TOTAL COST	TOTAL PRICE
<b>Thickness</b>	<input type="checkbox"/> 5/16"	<input type="checkbox"/> 3/8"									
<b>Corners</b>	<input type="checkbox"/> Visible	<input type="checkbox"/> Non-Visible									

SET 4	Standard	Upgrade Options	Hardware Placement	Hardware Type							
<b>Material</b>	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Insect <input type="checkbox"/> Pet <input type="checkbox"/> Solar <input type="checkbox"/> Alum (Brt) <input type="checkbox"/> (Drk)		<b>Additional Information</b>				<input type="checkbox"/> New Screen <input type="checkbox"/> Re-Screen			
<b>Frame Color</b>	<input type="checkbox"/> White	<input type="checkbox"/> Beige <input type="checkbox"/> Bronze <input type="checkbox"/> Aluminum		QTY	WIDTH	HEIGHT	UNITED TOTAL	UNIT COST	ADDITIONAL OPTIONS	TOTAL COST	TOTAL PRICE
<b>Thickness</b>	<input type="checkbox"/> 5/16"	<input type="checkbox"/> 3/8"									
<b>Corners</b>	<input type="checkbox"/> Visible	<input type="checkbox"/> Non-Visible									

SET 5	Standard	Upgrade Options	Hardware Placement	Hardware Type							
<b>Material</b>	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Insect <input type="checkbox"/> Pet <input type="checkbox"/> Solar <input type="checkbox"/> Alum (Brt) <input type="checkbox"/> (Drk)		<b>Additional Information</b>				<input type="checkbox"/> New Screen <input type="checkbox"/> Re-Screen			
<b>Frame Color</b>	<input type="checkbox"/> White	<input type="checkbox"/> Beige <input type="checkbox"/> Bronze <input type="checkbox"/> Aluminum		QTY	WIDTH	HEIGHT	UNITED TOTAL	UNIT COST	ADDITIONAL OPTIONS	TOTAL COST	TOTAL PRICE
<b>Thickness</b>	<input type="checkbox"/> 5/16"	<input type="checkbox"/> 3/8"									
<b>Corners</b>	<input type="checkbox"/> Visible	<input type="checkbox"/> Non-Visible									

Premium Service Options	Service Total	Order Total	Grand Total
<input type="checkbox"/> On-Site Measuring <input type="checkbox"/> Pick-Up <input type="checkbox"/> Delivery <input type="checkbox"/> Installation			

### Customer Agreement

I understand that my screen(s) will be made to the specifications I provided above. I understand once the screen(s) have been made to the specifications I provide, the screen(s) can not be returned. I have checked the information on this form and agree the information is correct.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_