

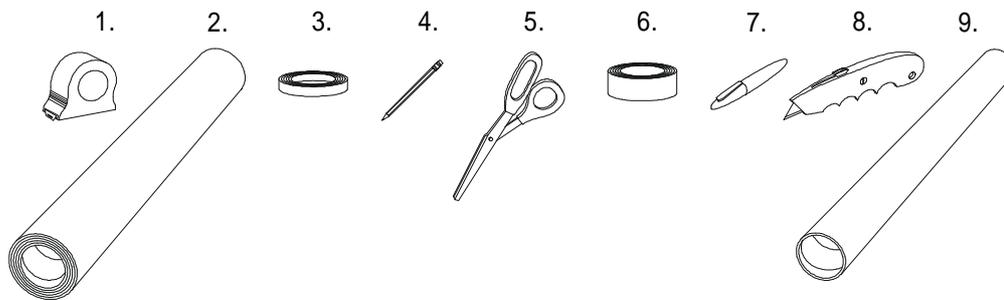
# Tableau<sup>®</sup>

## Template Instructions

Providing a good template for your custom **Tableaux**<sup>®</sup> tracery will ensure a proper fit and it is required for all arched windows. Following are the steps needed for creating good templates.

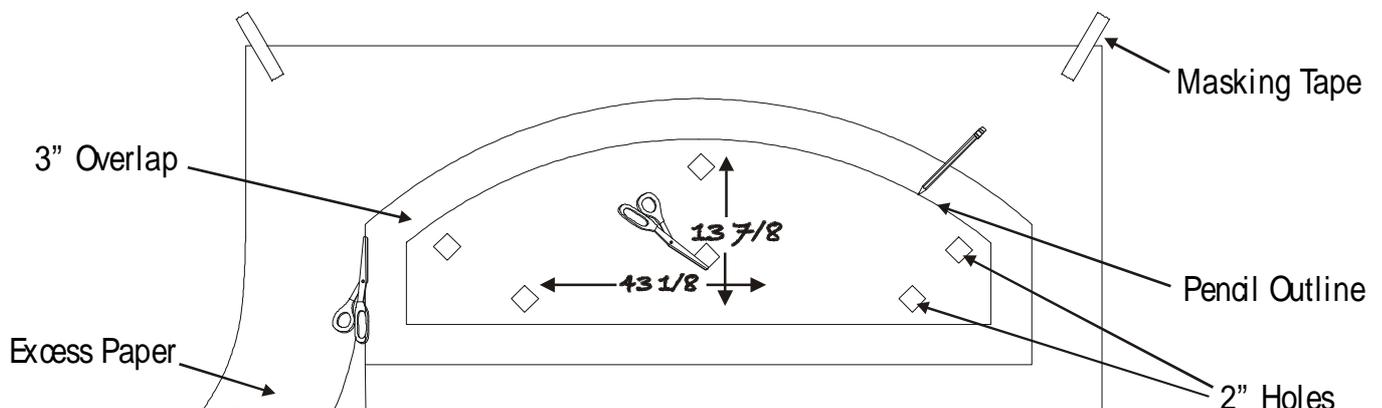
### STEP ONE: Have the right tools and supplies available:

1. High quality tape measure (cloth tapes are not accurate)
2. Good supply of butcher paper, wide craft paper or poster board (the following materials will **not** make acceptable templates: Cardboard, Plastic, Newspaper, Wrapping Paper, Wax Paper or Tissue Paper)
3. Roll of masking tape (for holding template in place on window)
4. Pencil
5. Large pair of scissors
6. Roll of packing tape (for large window requiring joining of oversize templates)
7. Solid black permanent marker
8. Sharp cutting tool (we recommend a X-acto blade for accuracy)
9. Hard cardboard tube for shipping (folding into an envelope is not recommended)



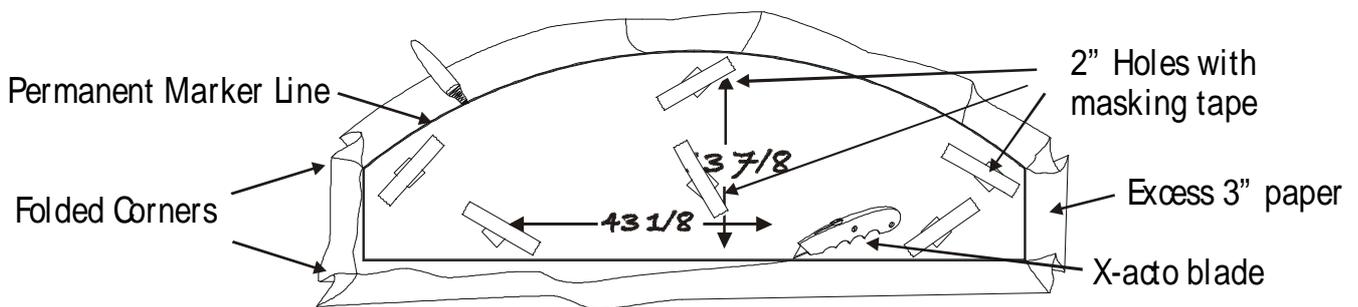
### STEP TWO: Measure and prepare paper.

1. Measure exact height and width of opening and annotate it on front of template paper.
2. If window size is larger than template paper, join paper to create larger sheet. Join sections on a flat surface by placing packing tape on both front and back where they come together (**do not use blue painter's tape** – as this easily separates).
3. Secure paper with masking tape over window opening and pencil sketch of its border.
4. Remove paper from window and rough-cut paper at least 3" outside pencil line.
5. Cut (between 6 and 10 - depending on size) 2" holes to help secure template to the window.



### STEP THREE: Place paper over opening & trim excess

1. Fold paper in all four corners where penciled lines meet.
2. After centering paper on window apply masking tape over 2" holes to secure template in place.
3. Crease template edge where window meets sill making sure paper is pulled tight at all times.
4. With permanent marker make a solid line on paper edge to indicating template's desired border.
5. Keeping template in place cut excess paper using X-acto blade.
6. Ensure remaining template cut out fits all around and that lines are as straight as possible (The produced tracery will be based on an exact digital image taken from the template).
7. A standard window deduction is taken off of each template ( $1/8'' - 3/16''$  all around depending on template size) unless indicated otherwise on the order form.



**Incomplete templates that only show a top arch, with measurements indicating the missing bottom, will not be accepted.**

### STEP FOUR: Finish Templates and send

1. Utilizing permanent marker mark template with the following information:
  - A. "Front" for the side facing room
  - B. Corrected Window/Template dimensions (**template actual size will always take priority over provided measurements**)
  - C. Top of window
  - D. If similar templates for one room indicate which window (#, left, NW, by door, etc...)
2. Roll template and ship in a tube (we **do not** recommend that templates be placed in an envelope (adding folds and creases to paper will affect template accuracy and final dimensions)).
3. Deviation from the instructions above may cause customer to incur additional charges and/or waive manufacturer's 100% Satisfaction Guarantee And Manufacturer's Warranty.

