

PLEASE FILL OUT ENTIRE ORDER FORM TO PREVENT YOUR ORDER FROM BEING DELAYED, THANK YOU !!!

Re-Order: ☐ Re-Make: ☐ Re-Pair: ☐		Superior Blinds Manufacture, Inc. 12155 Magnolia Ave. Bldg. #14 951-358-0793 / FAX 951-358-0830 Orders@Superiorblindsmsg.com		page _____ of _____	Office use only
ACCOUNT NAME:		Friendly Reminder: If your account is 2-3 days late on 15 or 30-day terms, your next order might be on COD or on hold until the account is current, which may cause delays. Thank you for your understanding.		TODAY'S DATE:	
SIDEMARK:	INVOICE NUMBER:			NEED BY DATE:	
Party at Fault: Customer ☐ Installer ☐ SBM ☐				INVOICE #	
				CHECK ONE: Will Call ☐ Deliver ☐ Shipped ☐	

Line Item #	QTY.	Width	Height	Interior Solutions	Exterior Solutions	Re-Order Requested: ☐ Re-Make Requested: ☐ Re-Pair Requested: ☐ Please provide detailed information about the request.	Charge The Customer Yes No ☐ ☐	
				Roller Shade: ☐ Horizontal: ☐ Dual Shade: ☐ Vertical: ☐ Cell Shade: ☐ Mini Blind: ☐ Panels: ☐	FORCE Shade: ☐ ZIPEXT Shade: ☐	Color: ☐ Quality Issues: ☐ Slats: ☐ Wrong Size: ☐ Fabric: ☐ Material: ☐ Chain: ☐ Wrinkle: ☐ Dirty: ☐ Motor: ☐	Provide Details Below: 	Yes No ☐ ☐
				Roller Shade: ☐ Horizontal: ☐ Dual Shade: ☐ Vertical: ☐ Cell Shade: ☐ Mini Blind: ☐ Panels: ☐	FORCE Shade: ☐ ZIPEXT Shade: ☐	Color: ☐ Quality Issues: ☐ Slats: ☐ Wrong Size: ☐ Fabric: ☐ Material: ☐ Chain: ☐ Wrinkle: ☐ Dirty: ☐ Motor: ☐	Provide Details Below: 	Yes No ☐ ☐
				Roller Shade: ☐ Horizontal: ☐ Dual Shade: ☐ Vertical: ☐ Cell Shade: ☐ Mini Blind: ☐ Panels: ☐	FORCE Shade: ☐ ZIPEXT Shade: ☐	Color: ☐ Quality Issues: ☐ Slats: ☐ Wrong Size: ☐ Fabric: ☐ Material: ☐ Chain: ☐ Wrinkle: ☐ Dirty: ☐ Motor: ☐	Provide Details Below: 	Yes No ☐ ☐
				Roller Shade: ☐ Horizontal: ☐ Dual Shade: ☐ Vertical: ☐ Cell Shade: ☐ Mini Blind: ☐ Panels: ☐	FORCE Shade: ☐ ZIPEXT Shade: ☐	Color: ☐ Quality Issues: ☐ Slats: ☐ Wrong Size: ☐ Fabric: ☐ Material: ☐ Chain: ☐ Wrinkle: ☐ Dirty: ☐ Motor: ☐	Provide Details Below: 	Yes No ☐ ☐

TERMS & CONDITIONS:

- Please refer to the Superior Blinds MFG.
- Price book regarding our policy towards Re-pairing, Re-making, and or Re-ordering products.

How to Save & Email this New PDF file with your customers order

1. Make sure to **"Save As"** the New PDF Order to your Device.
2. Look onto the PDF you just created, Click onto the area **Orders@SuperiorBlindsmsg.com**
3. Attached this Newly Saved PDF Order to the Email.
4. Add **SideMark** to The Email Subject Line.
5. Send this Email to: **Orders@SuperiorBlindsmsg.com**.
6. You are Done. Thank you

Received by: _____

Date: _____

Approved by: _____

Submission Date: _____

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