



# Shutter Assembly Check Sheet

Date: \_\_\_/\_\_\_/\_\_\_



P.O. Box 8325 \* Erie, PA 16505-0325  
(814) 835-2244 Voice \* (814) 838-0349 Fax

- Quote Only
- Order

Customer: \_\_\_\_\_

Order Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

**NOTE: Please make an effort to provide us with a reasonable delivery date. We will make every effort to meet or exceed that date. Our typical production time on Swell Shutter Assemblies is 60 to 90 days average. Complete details and deposit must accompany the order to be placed in production.**

## 3000.00 Swell Shutter Assembly

Solid swell shutters are made from glued up 1-1/2" x 1-3/4" basswood stock. Frame is 1-1/2" thick basswood, 6" wide. Vertical and Horizontal Shutters are mounted on ball bearings, double felted. Shutter blades over 8' long require center support. Shade dogs attach to 7/8" x 1-1/2" hardwood trace rod with screws.

### Shade Dimensions

- > Height O.A. \_\_\_\_\_
- > Width O.A. \_\_\_\_\_

### Shade Thickness

- 1-1/2" (Default)
- Other: \_\_\_\_\_

### Shade Dogs (Goosenecks)

- Standard
- I have restrictions, and know the trace will be located below/above the shades, please supply Short (Square) Shade Dogs

### Trace Location

- Inside Top
- Inside Bottom
- Inside Left
- Inside Right
- Outside Top
- Outside Bottom
- Outside Left
- Outside Right
- Other: \_\_\_\_\_

### Wood/Species

- Basswood (Default)
- Oak Veneer
- Other: \_\_\_\_\_

### Standard Shade Dog Dimensions

7/8" Thick x 2" W x 6-5/8" Long, O.A.  
3/16" Diameter Bushed Hole for No. 10 Wood Screw

### Finish

- Black (Default)
- Clear Lacquer
- Brown Stain
- Finished to Sample

### Shade Styles, OSI Catalog Page 3-1

### Style of Shade

- Style No. 1
- Style No. 2

### Orientation

- Vertical
- Horizontal



**HORIZONTAL SHADES  
SIDE VIEW**

### Shade Motor?

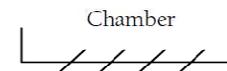
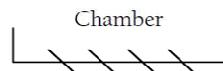
- Please supply Model 251 Expression Engine
- Please supply Open On Power Down Module for Model 251

STYLE NO. 1

STYLE NO. 2

### Mounting Options

- Mount Expression Engine (Frame)
- Mount Expression Engine (Shelf)
- Test Assembly with Expression Engine before shipping

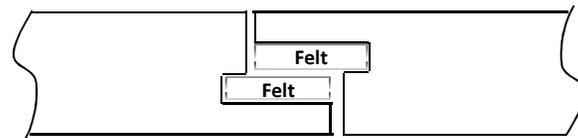
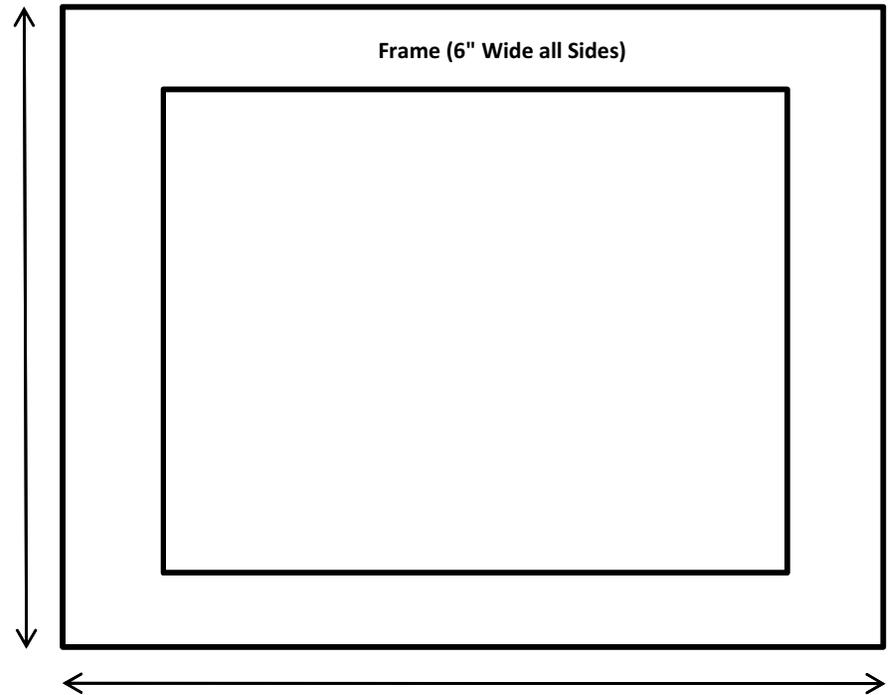


**VERTICAL SHADES  
TOP VIEW**

**On Drawing, Please locate**

- > Longest Dimensions H/W
- > Shade Orientation
- > Expression Engine Location
- > Trace Location

Please provide any special requirements you may have for the assembly.  
If you have your own drawing, please attach.



OSI Shade Profile: not to scale

## Signature

Date \_\_\_\_\_

In order to release this information for production scheduling, a customer's signature and date MUST be present. By signing this document you are authorizing OSI to begin work on this project and verifying all information to be accurate. If additional notes are required, please provide on a separate sheet.