INSTRUCTIONS FOR TRANSOM TEMPLATE

Tools or Materials Required:
• Measuring Tape

Materials Provided:
• Transom Paper
• Pencil
• Push Pins
• Return to ProVia Shipping Label

REMOVING INSIDE CASING

Step 1 - From inside the home, remove inside casing from around the frame of the transom.

UNROLL TEMPLATE PAPER & ATTACH

Step 1 - Unroll template paper.

Step 2 - Attach the template paper to the transom frame using the push pins.

TRACE TEMPLATE

1 Trace outside edge of frame from inside of home

UNIT SIZE WIDTH

UNIT SIZE HEIGHT

Important Note: If any modifications to the transom are needed, they need to be made in the field at the time this template is made.

Step 1 - Using the pencil, trace around the outside edge of the transom frame.
Step 1 - Remove transom template paper from the transom frame.

Step 2 - Measure and record the unit size of the transom frame on the traced transom template.

Step 3 - Roll up the transom template paper with the required recorded measurements from Step 2 and place into shipping tube.

Step 4 - Secure and close the opened end of the shipping tube.

Step 5 - Place shipping label on the shipping tube.

Step 6 - Return shipping tube and contents to ProVia.