



FIELD MEASURING FOR WINDOW OR DOOR SHAPE TEMPLATE

PROJECT
ORDER NUMBER
**MUST BE
INCLUDED ON
TEMPLATE**

IMPORTANT INFORMATION BEFORE YOU BEGIN

This document is to assist with creating a template for a custom curved entry door transom or window shape (oval, ellipse, Gothic, or custom shape). The template created will be EXACT size measurement. A template is NOT needed for true circle tops, half rounds, half round with legs, or straight line shapes such as trapezoids or pentagons.

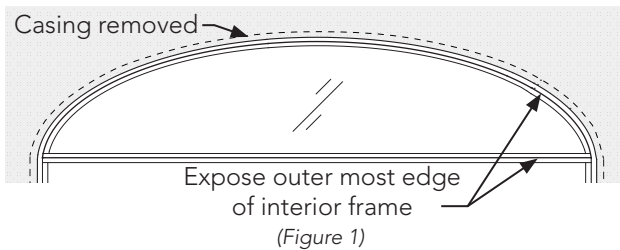
The ProVia® Template Kit, Part # P-MK-22130 includes the following:

- (1) 3" x 30" Cardboard Tube, Part #: P-PM-0061
- (1) 24"x 168" White Butcher Paper 40#, Part # P-MK-0027
 - (10) Tacks, Part #: P-DS-4000
 - Shipping Return Label
 - Pencil

Additional Tools You Will Need:

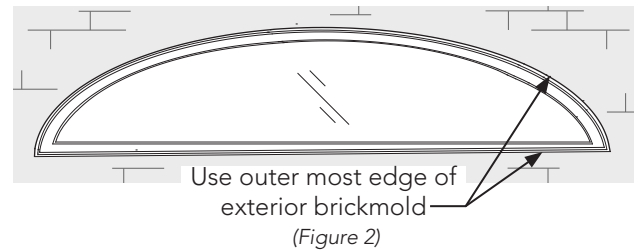
- Measuring Tape
- 4" Soft Rubber Roller

Template from Interior Side (Preferred Method)



OR

Template from Exterior Side

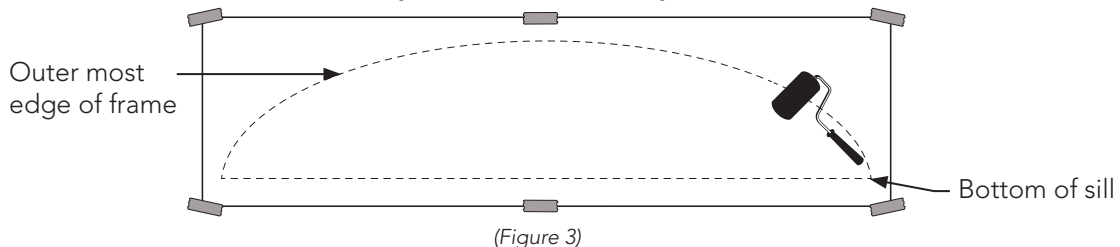


1

Determine if template will be made from the interior or exterior side of home. Note the side used on template.

- **Interior Side (preferred method):** Remove all interior casing from the existing transom or window to expose the outer most edge of frame. **Note, Window shapes MUST USE interior method ONLY.** (Figure 1)
- **Exterior Side:** Use the outer most edge of the exterior brickmold. (Figure 2)

Prepare and Trace Template



2

Attach the template paper, included in kit, over the shape's frame with painter's tape. If tape is not available, use included tacks. *Using tacks may result in minor drywall damage.* (Figure 3)

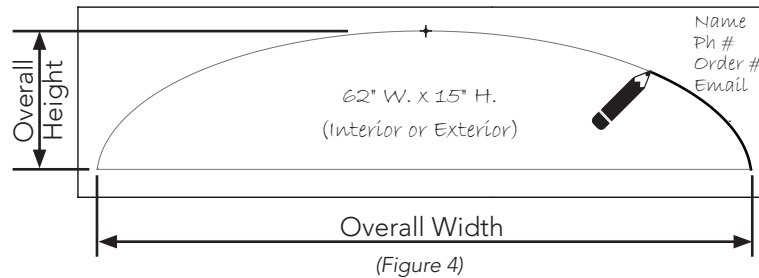
3

Use a 4" soft rubber roller to trace the determined edge of custom shape, creating a clean creased outline on paper. If roller is not available, trace edge with thumb for equal results. BE SURE the curve, sill, and each leg is fully traced. (Figure 3)

NOTE: If field modifications are required, modifications or changes must be made and recorded on template.

FIELD MEASURING FOR TEMPLATE (CONTINUED)

Measure and Record



4

Remove template paper from frame. Lay paper on a flat clean surface and trace outline of crease. Measure and record the overall height and width of template. (Figure 4)

5

With template paper removed, measure the existing shape's overall height and width to verify accuracy of the recorded measurements. Be sure height is taken at center point.

6

IMPORTANT! Check template shape for symmetry by aligning template end points then folding paper in half. Make sure each side of curve is a match. *This step will help reduce call back questions and time.*

7

Record the order number, company name, and the installer/measurer's name, direct phone #, and email on template paper. Please use checklist below to confirm ALL required information is recorded and confirmed.

8

Roll up template paper with all the requested information. Place in shipping tube and seal end. **Please avoid folding template if possible.**

9

Place the included return shipping label on sealed shipping tube and send contents to ProVia®.

CHECKLIST

PLEASE DO NOT RETURN TEMPLATE UNTIL ALL CHECKLIST ITEMS ARE COMPLETED!

- | | |
|--|---|
| <input type="checkbox"/> Record directly on template: | <input type="checkbox"/> Fold template in half for a symmetry check |
| <input type="checkbox"/> Order number | |
| <input type="checkbox"/> Company name | |
| <input type="checkbox"/> Installer/Measurer's name | <input type="checkbox"/> Match quote to measurements determined |
| <input type="checkbox"/> Installer/Measurer's phone number | |
| <input type="checkbox"/> Installer/Measurer's email | |
| <input type="checkbox"/> Exact unit overall height and width | |
| <input type="checkbox"/> Interior or exterior side traced
(i.e. exterior side, outer edge of brickmold) | |

***Please call Customer Service for additional inquiries at 1-800-669-4711.**