

INTERACTIVE ORDER FORMS

GUIDE TO USING CLIMATEC'S PDF ORDER FORMS



11-14 Fletchers Square, Temple Farm Ind. Estate,
Sutton Road, Southend-on-Sea, Essex. SS2 5RN
Tel: (01702) 613733 Fax: (01702) 613367
www.climatec-windows.co.uk

ORDER FORM

Invoice Name & Address:
A Customer
24 High Street
Essex
Telephone: **01707 345678**

FRAME COLOUR		White <input checked="" type="checkbox"/>	Rosewood <input type="checkbox"/>	Oak <input type="checkbox"/>	Cream <input type="checkbox"/>	SASH HORNS <input checked="" type="checkbox"/>	SECURED BY DESIGN <input type="checkbox"/>
HANDLE TYPE		Traditional <input checked="" type="checkbox"/>	No Handles to Top Sash <input type="checkbox"/>	Ring Pull to Top Sash <input type="checkbox"/>	D Handles to Top Sash <input type="checkbox"/>		
FITTINGS COLOUR		White <input checked="" type="checkbox"/>	Gold <input type="checkbox"/>	Chrome <input type="checkbox"/>	GASKET COLOUR		Black <input checked="" type="checkbox"/> White <input type="checkbox"/> Grey <input type="checkbox"/>

1

Decorative Bars: None
Internal Geo - 18mm
Internal Geo - 25mm
Astragal Single Bar
Astragal Grid

Spacer Bar Colour: White
Silver
Black
Bronze

2

Decorative Bars: None
Internal Geo - 18mm
Internal Geo - 25mm
Astragal Single Bar
Astragal Grid

Spacer Bar Colour: White
Silver
Black
Bronze

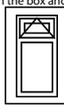
SYSTEM		FRAM	
70mm "Classic" <input type="checkbox"/>	70mm "Contour" <input checked="" type="checkbox"/>	60mm Tritec <input type="checkbox"/>	Int'l Bead <input checked="" type="checkbox"/>
SASH TYPE		BEAD	
Bevel <input type="checkbox"/>	Ogee <input checked="" type="checkbox"/>	Black <input type="checkbox"/>	White <input type="checkbox"/>
GASKET CO		GASKET CO	
Black <input type="checkbox"/> White <input type="checkbox"/> Bl		Black <input type="checkbox"/> White <input type="checkbox"/> Bl	

Item	O/All Size	Qty	Design No.	Mullion Break	Transom Drop	Glazing	Glass Description
	Width	Height				U/G	D/G
1	800	950	106		385		Obscure S/Coat
2	1800	1200	311	EQ	385		Clear S/Coat
3	1600	1150	305	EQ	385		Clr SQ Lead S/C
4	1300	1000	212	EQ	365		Clr Dia Lead S/C
5							

View all Windows from **OUTSIDE** -

1 Bathroom

Click on the box and select required image



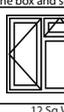
2 Lounge

Click on the box and select required image



3 Bedroom

Click on the box and select required image



Special Requirements: **White Spacer Bars,**
Obscure glass = Cotswold
Tgx glass to bottoms of lounge
Item 4 = Diamond Size 135w x 200h
Item 4 = Slot vent to fanlight

Ordering Notes:
70mm "Classic" = Bevel System. "70mm Contour" = Fully Sculptured System. (not available in foiled combination frames).
60mm "Contour" = Fully Sculptured System, (not available in white & internally beaded).
60mm Tritec doors are only available in white & internally beaded.
Combination frames will be made using large outerframe unless specified. Please indicate coupler required.
Frame sizes & midrail heights should be entered as **overall** including add on's and cills.
Gasket Types: Security gasket will be fitted as standard to externally beaded doors.
Glazing: 70mm System = 28mm glazing. 60mm System = 24mm glazing.
Important:
Before ordering please ensure that you are familiar with our products and specifications as we will not accept

For further assistance, call 01702 613733

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At Climatec Windows, we are now able to offer you our full suite of order forms as easy to use, pdf files. By enabling you to fill in these forms using Adobe Acrobat, or an equivalent pdf reader* on your own pc, we can now receive your completed order forms via email, instead of fax or post and therefore eliminate paper waste.

This guide also includes:-

1 x Window and Door Style Sheets

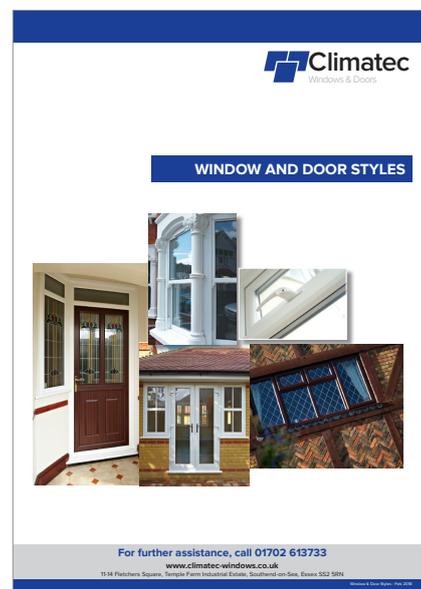
1 x CD containing Interactive Order Forms, window and door style drawings, Window and Door Style Sheet and pdf printer program

GETTING STARTED

- 1) Open the cd enclosed with this Guide.
- 2) The Window and Door Style Sheet lists our most commonly used window and door designs. Each style shown is clearly labelled with its relevant design reference number. Your cd contains a folder of drawings that represent these window and door designs. These drawings are required when completing your order forms.

Copy this folder onto your desktop or into a specified drive/folder that is easy for you to find and is relevant to your working practices. These drawings are now ready to be imported into your order forms.

- 3) The cd also contains a pdf printer program. If you are using a pdf reader only on your computer, you will need to install this program (or similar) to enable you to save your order form for your own records, and for emailing purposes. This application allows you to print to a pdf printer, which will create a document which can then be emailed to our Order Processing team.
- 4) The interactive pdf forms stored on this cd. Copy these files onto your desktop, or into a specified drive/folder that is easy for you to find and is relevant to your working practices



To install the pdf printer program:-

1. Double Click PDFcreator-0_9_8setup file.
2. Choose Setup Language.
3. Click Next at the next screen.
4. Read and click tick box to accept licence agreement then click Next if happy.
5. Choose Standard Installation and click Next.
6. Type your own choice of name for your pdf printer at this window or leave as default and click Next.
7. Choose an installation location or leave as suggested for normal program files location and click Next.

8. Untick the yahoo as default search choice if preferred then click Next.
9. Leave next options as ticked unless you require more than English languages installed and click Next.
10. Click Next unless your require to change the name of the folder you want to install to.
11. Leave following options as they are and click Next.
12. Click Install.
13. Click Finish after installation is complete.

You will now have an additional printer in your print options which will enable you to create pdf files.

You are now ready to open* these files for inputting of your orders.

*If you do not have a pdf reader on your computer and cannot open these forms, you can download a free copy at <http://get.adobe.com/uk/reader>

START USING YOUR FORMS

Our interactive order forms have been created by replicating the forms that are currently being handwritten and faxed/posted to us. These forms can now be opened on your computer and filled in by simply typing the information in the relevant highlighted boxes, and placing an X in the various tick boxes currently found on our forms.

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ORDER FORM - REHAU CASEMENT WINDOW Page 1 of 1

Invoice Name & Address: **A Customer**
24 High Street
Essex
 Telephone: **01707 345678**

Customer Ref: **2634/Jones**
 Date Required: **25th December**
 Previous Quote No: **Q01111**

Secured By Design (70mm "Classic" Int'l Glazed only)
 Energy Rated - BFRG (70mm Int'l Glazed only)
 A B C

Works Order No:
 Date Received:

SYSTEM
 70mm "Classic" 70mm "Contour" 60mm Tritec

FRAME CONSTRUCTION
 Int'l Bead Ext'l Bead Ext'l Mech

FRAME COLOUR
 White Mahog Rosewood L.Oak On White

SASH TYPE
 Bevel Ogee

BEAD
 Bevel Ogee

GASKET COLOUR
 Black White Black out / White in

LOCKING SYSTEM
 Espag S/Bolt

HANDLE COLOUR
 White Gold Black Chrome Satin

Item	O/All Size		Qty	Design No.	Mullion Break	Transom Drop	Glazing		Glass Description	Outer Frame		Add on/ Coupler	Cill Type	Cill Length	Drainage	Hinge Type			Sash Security Lock	Head Drip		Slot Vent
	Width	Height					U/G	D/G		Small	Large					Egr	Rest	Sec		Small	Large	
1	800	950	1	106		385	✓	Obscure S/Coat	✓	Head	15	150	950	✓					✓			4K
2	1800	1200	1	311	EQ	385	✓	Clear S/Coat	✓	Head		150	1900	✓		Right						2x 4K
3	1600	1150	1	305	EQ	385	✓	Clr SQ Lead S/C	✓	Head		150	1700	✓		Both						
4	1300	1000	1	212	EQ	365	✓	Clr Dia Lead S/C	✓	Head		No	No	✓								4K
5																						

View all Windows from **OUTSIDE** - including Tilt & Turn Windows

1 Bathroom
 Click on the box and select required image

2 Lounge
 Click on the box and select required image

3 Bedroom
 Click on the box and select required image

4 Bedroom 2
 Click on the box and select required image

5
 Click on the box and select required image

Special Requirements: White Spacer Bars
 Obscure glass = Cotswold
 Tgx glass to bottoms of lounge
 Item 4 = Diamond Size 135w x 200h
 Item 4 = Slot vent to fanlight

Ordering Notes:
 "70mm Classic" = Bevel System. "70mm Contour" = Fully Sculptured System. Frame sizes should be entered as overall including add on's and cills. Internally beaded windows are not available with mechanical joints. 60mm windows are only available in white & internally beaded.
Gasket Types: Security gasket will be fitted as standard to externally beaded windows.
Hinge Types: Egr = Egress Hinge (sidehung only), Rest = Restrictor Hinge, Sec = Security Hinge. If standard hinges are required leave blank.
Glazing Beads: 70mm System = 28mm glazing. 60mm System = 24mm glazing.

Important:
 Before ordering please ensure that you are familiar with our products and specifications as we will not accept responsibility for want of knowledge in the event that items manufactured do not meet with your requirements. This order cannot be accepted unless signed below.
 Signed: **A Customer**

Our Order Forms are currently handwritten and then faxed or posted to us.



By completed the forms using Acrobat or any other pdf reader, you can now save your order information and email to us



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5																						

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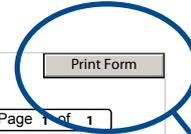
4 Bedroom
 Click on the box and select required image

5
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 Signed: **A Customer**



Use this button to save the file ready for emailing (see overleaf for full instructions)

By clicking on these boxes, you can import the window or door style you require (use the stylesheets provided for reference).

Select the window and door style folder that was saved onto your computer from the cd and click on the required style number to import the image into the box

Use this space to write any other information that may assist when processing your order.

SAVING YOUR FORMS

Once you have completed your order form, click the **Print** icon or the **Print** button located at the top right corner of the form.

From the next print window, change your default printer to the **pdf** printer (either the newly installed application or one of your choice) and then click **OK**.

The screenshot shows the Climatec order form with the print button highlighted. The PDFCreator 0.9.8 print dialog box is open, showing the document title 'Rehau Casement Window Form - Example.pdf' and the printer selection options.

The screenshot shows the Climatec order form with the print dialog box open. The printer selection menu is open, showing the 'HP LaserJet P2015 Series PCL 5e' printer selected. The 'Print Range' is set to 'All' and 'Copies' is set to 1.

Next, choose a **Filename** for your document, ie. your job number / reference leaving the .pdf extension at the end and press **Save**.

At the next window, you will need to choose a **File Location** on your computer to store these files in for your reference, and from where you will attach the order to be emailed.

The screenshot shows the PDFCreator 0.9.8 'Save as' dialog box. The file name is 'Rehau Casement Window Form - Example' and the save type is 'PDF Files (*.pdf)'. The file location is set to 'Pdf Files'.

The screenshot shows the Adobe Acrobat Pro Extended 'Rotate View' menu. The 'Clockwise' option is selected, which will rotate the document 90 degrees clockwise.

The conversion process will now take place, and the final converted file will open for you to check prior to sending. If the orientation of the document has changed you can alter this by choosing the **View Tab** at the top of the new document and then **Rotate View** to the required direction

Your file is now ready to be attached to an email. Send your email to b.bond@climatec-windows.co.uk for booking in, and please cc (copy) to j.banks@climatec-windows.co.uk for added guarantee of delivery. Confirmation of your order will be sent to you as normal.

FURTHER ASSISTANCE

If you require any further assistance or help in using the cd, or completing these forms, please do not hesitate to contact the Sales and Marketing team on **01702 613733**.

For further assistance, call 01702 613733

www.climatec-windows.co.uk

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