


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**

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

FRAM
Int'l Bead ☒

SASH TYPE
Bevel ☐ Ogee ☒

BEAD
Bevel ☐ Ogee ☒

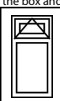
GASKET CO
Black ☐ White ☐ Bl

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



12 Sq Wide

FRAME COLOUR White ☒ Rosewood ☐ Oak ☐ Cream ☐

SASH HORNS ☒ **SECURED BY DESIGN** ☐

HANDLE TYPE Traditional ☒ No Handles to Top Sash ☐ Ring Pull to Top Sash ☐ D Handles to Top Sash ☐

FITTINGS COLOUR White ☒ Gold ☐ Chrome ☐

GASKET COLOUR Black ☒ White ☐ Grey ☐

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 ☐

W x H

Essex, SS2 5RN
02) 613367
Telephone: **01707 345678**

Works Order No:
Date Received:

Limit Stops: ☐ **Ro/STEM** ☐ "Contour" ☐ 60mm "Tritec" ☐ Int'l Bead ☒ Ext'l Bead ☐ Ext'l Mech ☐

FRAME CONSTRUCTION
Open Out ☒ Left Hung (M) ☐ Right Hung (M) ☐

FRAME COLOUR
White ☒ Mahog ☐ Rosewood ☐ L.Oak ☐ On White ☐

Overall Frame Size
Width: 1400 Midrail Height (inc cill): 880
Height: 2100 Sash Width:

Frame Add On's 70mm: 15mm, 45mm, 65mm
Frame Add On's 60mm: 20mm, 40mm, 65mm

Viewed from Outside

Top
Bottom
Left 15
Right 15

Please indicate coupler required should frame have to be split:

70mm System: 2mm, 3mm, 8mm, 24mm, 65mm
60mm System: 3mm, 24mm, 65mm

Special Requirements: Square Lead
Required 4 wide and 6 high to each sash.
Cut cill @ 1650mm
Letter plate to right sash

Ordering Notes:
70mm "Classic" = Bevel System. 70mm "Contour" = Fully Sculptured System, (not available in foiled combination frames).
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

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 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 (sidehinged only), Rest = Restrictor Hinge, Sec = Security Hinge. If standard hinges are required leave blank.
Glazing Beads: 70mm System = 28mm glazing. 60mm System = 24mm glazing.

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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 you 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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Windows & Doors

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ORDER FORM - REHAU CASEMENT WINDOW

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

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

Page 1 of 1

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

SYSTEM
70mm "Classic" ☐ 70mm "Contour" ☒ 60mm Tritac ☐

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

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

Special Requirements: White Spacer Bars
Obscure glass = Cotswold
Tgx glass to bottoms of lounge
Item 12 = 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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3 Bedroom
Click on the box and select required image

4 Bedroom
Click on the box and select required image

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Signed: **A Customer**

Print Form

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**.

Item	Width	Height	Qty	Design No.
1	800	950	1	106
2	1800	1200	1	311
3	1600	1150	1	305

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.

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**.

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

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

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