

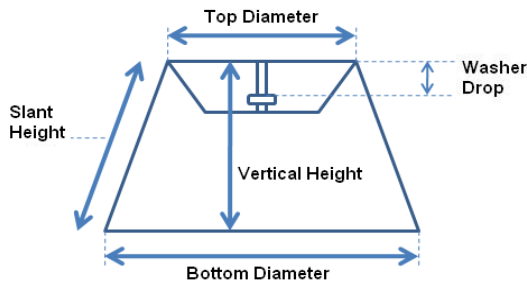
LAMP SHADE ORDER FORM FOR REPLACEMENTS

Please fill out this form and fax back to: (800) 456-3125
This information will ensure that the correct size and style lampshade is ordered.

To attention of (salesperson): _____

DATE: _____ PROPERTY NAME: _____
 ADDRESS: _____ CITY, ST, ZIP _____
 PHONE#: _____ CONTACT PERSON: _____

HOW TO MEASURE A SHADE



1. Remove shade from lamp.
2. Measure outside top diameter.
3. Measure outside bottom diameter.
4. Measure vertical height through center of shade.
5. Measure drop distance from top of shade to center of washer.
6. Measure slant height from top of shade to bottom edge.

Quantity	SHADE SIZE (Refer to above diagram)					COLOR	STYLE	SHAPE
	Top	Bottom	Vertical	Slant	Washer Drop	White or Off-White	Pleated or Not Pleated	Oblong, Rectangular, Stovepipe OR Bell-shape

HARPS AND FINIALS

We also supply replacement harps and finials. Please call us with a description of your finial.

HARPS	Quantity	
	Height	
	Finish	

Please let us know if you have any questions.