



Date:

Name & Address:

PO Number/Property/Contract:

Instructions: Enter Type of Item (Drapery, Bedspread, Cubicle Curtain, etc.)
 Enter Qty, if drapery check Pair or Panel
 Enter Width (for drapery also enter rod width)
 Enter Finished Length
 Enter Bedspread Drop or Drapery Return as applicable
 Details: Enter Fabric Type, Mfg, Pattern, Color, etc. Indicate if fabric should be railroaded. Indicate details such as Mounting, Lining Type, if pillow tuck is required (bedspreads), quilt pattern, fill weight, closure type, etc.

Item	Qty	Bedsize	Pair/Panel	Width(if Drapery, Rod Width)	Finished Length	Bedspread Drop/ Drapery Return
			Pair Panel			

Details:

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