

Window and Blind Measurement Sheet

Measure every opening once, properly, and record all three measurements, so quotes and orders come from the same figures.

Every opening in the house measured properly — three widths, three drops, recess or face fit — written down once and used for every quote.

MEASURE AND RECORD; LET THE SUPPLIER DEDUCT

No allowances, deductions or fitting tolerances are printed here. Every supplier specifies their own, and applying somebody else's is how blinds arrive too narrow. Give suppliers your measured sizes and let them apply their deductions.

HOW TO USE THIS SHEET

- 1 Measure in millimetres. Feet and inches are where mistakes hide.
- 2 Measure each opening three times — top, middle and bottom for width, left, centre and right for the drop — and write all three down. Openings are rarely square.
- 3 Record the smallest of the three for a recess fit, and say which one you gave the supplier.
- 4 Say whether it is a recess or face fit, and note handles, tiles, pipes and anything that fouls.

Property

Measured by

Date

Units

Ref	Room	Window or door	Width top	Width mid	Width bottom	Drop left	Drop centre	Drop right	Recess or face	Size given to supplier	Obstructions

Quoted by

Quote reference

Ordered on