

# Making a Template for Special Windows

**NOTE: We will not accept templates for: bow and bay windows, rectangular windows, or polygons.**

## YOU WILL NEED

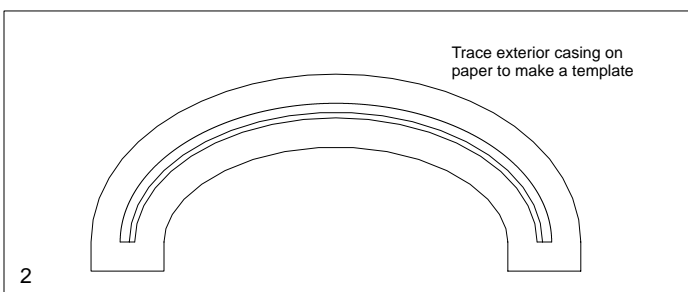
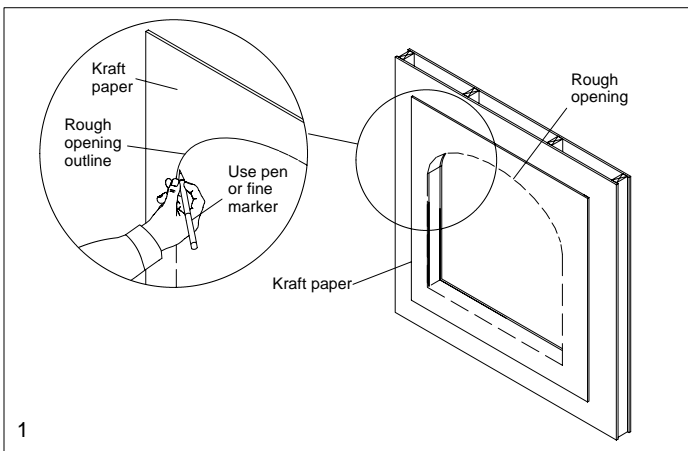
Kraft paper  
Pen, pencil or fine tipped marker  
Thin veneer, plywood, or masonite  
Cardboard tube  
Fiberglass strapping tape

*NOTE: Any template Marvin Windows and Doors receives that does not adhere to these specifications may be refused. Marvin Windows and Doors reserves the right to reject any template that limits our ability to make an accurate fitting unit.*

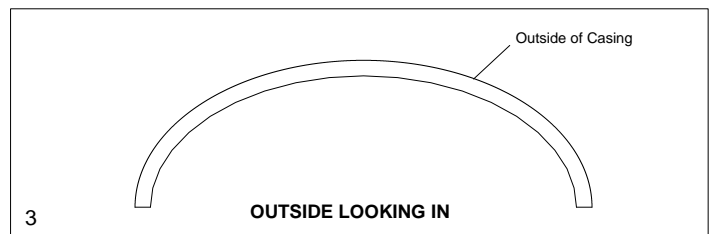
*NOTE: WINDOWS MANUFACTURED FROM TEMPLATES AT MARVIN WINDOWS AND DOORS CAN ONLY BE AS ACCURATE AS THE OUTLINE AND/OR DIMENSIONS RECEIVED.*

## Copy and use Template Check List for Quick Reference.

1. Trace or draw the rough or masonry opening using Kraft paper. If this is too difficult, make a "primary" template out of veneer, plywood or masonite. Then accurately cut the outline of the opening and draw or trace the outline onto a Kraft paper "secondary" template. See illustrations 1 and 2.
2. Draw or trace the outline with a pen or fine marker. DO NOT use a wide tipped marker as this creates a line of 1/8" or wider. A fine line is needed for accurate measurements. See illustrations 1 and 2.



3. Label all lines drawn or traced on the template. The following terms and abbreviations are commonly used.:
  - R.O. = Rough opening
  - M.O. = Masonry opening
  - F.S. = Outside of frame
  - CASING O.S.M. = Outside of casing
  - SASH O.S.M. = Outside of sash
  - S.O. = Sash Opening
  - D.L.O. = Daylight Opening
  - G.S. = Glass size
  - G.O. = Glass opening
4. **A template must state whether the drawing is an interior or exterior view.** Facing the template, it should be labeled "inside looking out" or "outside looking in". This is critical because the right side of the arc may not have the same radius or curve as the left side. This would apply to interior casing, brick mould casing or special glass. See illustration 3.



**Provide as much information as possible on the template.**

5. When a larger size is needed, a paper template can be spliced with fiberglass strapping tape. Overlap the paper splice by at least 2" and apply tape to both sides of the paper splice. This should be done before tracing to eliminate inaccurate measurements. Make sure that the lines drawn on the template line up across the splice.
  6. A template that shows only a portion of the opening, because of size limitations, must state clearly the dimensions and/or the shape of the remaining portion to be added to the template to obtain an accurate TOTAL SIZE. If half template only is provided, it will be used for the remaining half also, so make sure opening, window, etc. in concentric. Simple sketches are helpful and often self-explanatory. Include and identify dimensions for space mulls, mull locations, munts, bars or grille bar locations, angles, springlines, radii, unit numbers or unit locations.
- INCLUDE MARVIN QUOTE NUMBERS OR ORDER NUMBERS WHENEVER POSSIBLE!**
7. Roll template and template check list and mail in a cardboard tube. Do not fold a template. Once folded a template cannot be properly flattened in order to provide accurate information.

## TEMPLATES FOR TRIM AND GLASS

### NO TEMPLATE REQUIRED:

- TRIM:**
1. stock units, including ellipticals and circles;
  2. true 1/2 circles, quarter rounds, eyebrows, ellipticals, if original order number is provided.
- GLASS:**
1. any stock unit, one lite;
  2. true 1/2 circles, quarter rounds, eyebrows, circles, if original order number is provided; one lite only.

### TEMPLATE REQUIRED:

- TRIM:**
1. If original trim supplied did not fit;
  2. if original unit was made per template.
- GLASS:**
1. any divided lite;
  2. any elliptical;
  3. any unit built per template.

**All orders must specify whether wood or clad.**

**All templates must state interior or exterior view.**

**Template must state what it represents:**

1. R.O., M.O., D.L.O., glass opening, etc.
2. DG unit, sash (type)

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## TEMPLATE CHECK LIST

PHOTOCOPY THIS PAGE FOR YOUR USE WHEN SUBMITTING TEMPLATES (USE ONE PER TEMPLATE).

- Is rough or masonry opening accurately drawn on Kraft paper?
- Is outline drawn with a fine marker or pen? (Do not use a wide-tipped marker.)
- Are all lines labeled clearly on the template and are dimensions accurate?
- Is the drawing **clearly labeled "inside looking out" or "outside looking in"**?
- Is the template spliced with fiberglass strapping tape, with the paper overlapping at least 2"?
- On partial templates are the dimensions and/or the shape of the remaining portion clearly stated?
- Are simple sketches included?
- Are space mulls, mull locations, munts, bars, grille locations, springlines, radii, unit numbers or unit locations clearly identified? Are dimensions for these included?
- Remember to roll and mail template and this check list in a cardboard tube to:

**Attn:** \_\_\_\_\_  
**Marvin Windows and Doors**  
**Highway 11**  
**P.O. Box 100**  
**Warroad, MN 56763**

### NOTES OR SIMPLE SKETCH


Complete as much of the following as possible:

Date: \_\_\_\_\_ Page: \_\_\_\_\_ of \_\_\_\_\_

Distributor Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Distributor Location: \_\_\_\_\_

Distributor Phone: \_\_\_\_\_

Dealer Name: \_\_\_\_\_

Dealer Location: \_\_\_\_\_

Dealer Phone: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Customer Location: \_\_\_\_\_

Customer Phone: \_\_\_\_\_

Marvin Contact Person: \_\_\_\_\_

Product Type(s): \_\_\_\_\_

Marvin Quote No(s): \_\_\_\_\_

Marvin Order No(s): \_\_\_\_\_

**Any template Marvin Windows and Doors receives that does not adhere to these specifications may be refused. Marvin Windows and Doors reserves the right to reject any template that limits our ability to make an accurate fitting unit.**

**Note: Windows manufactured from templates at Marvin Windows and Doors can only be as accurate as the outline and/or dimensions received.**