



## Specifications & Measuring Instructions

Horizon plantation shutters install to a window using one of three systems. The most basic and popular approach attaches shutters inside of the window opening directly to the window jamb (INJ). This method requires sufficient depth to rotate the louvers and a solid wood jamb to attach hinges. For drywall openings with adequate depth, the INH method is recommended. Shutter units on shallow windows install to the outside of the opening with a frame (OMF).

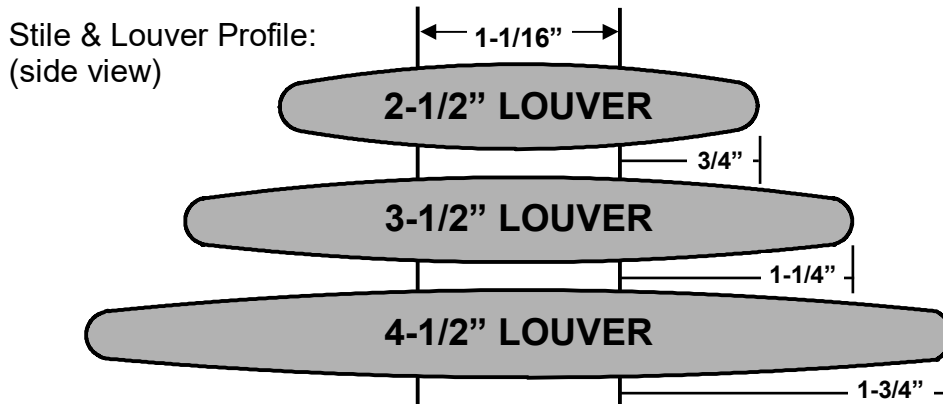
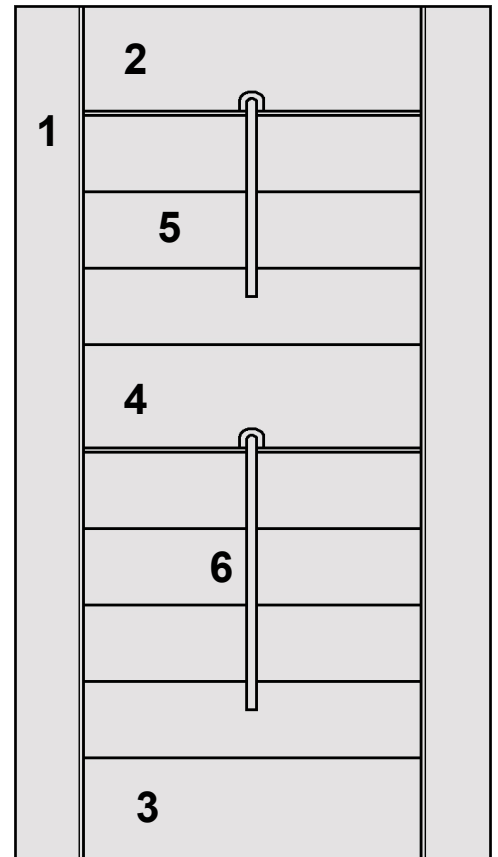
Plantation wood shutters can be ordered painted, stained, or unfinished. Details regarding standard and custom finishes can be found online, and samples can be mailed to determine the best option.

An order form is provided to record all information necessary to place an order. Once complete, you may place your order online, fax the form, or call for assistance. Our website provides instant pricing, warranty information, pictures of installed shutters, and more.

Shutter units arrive assembled and ready to install with detailed installation instructions.

### Plantation Shutter Construction Features

- Panel Width & Height: See Configuration page
- Unit Configurations: See Configuration page
- Material: Basswood stained shutters  
Poplar painted shutters
- Side Stiles<sup>1</sup>: 1-1/16" thick x 2" wide  
Beaded inside edge, mortised for hinges & rabbeted between panels
- Top Rail<sup>2</sup>: 3/4" thick - 3-1/2" average height
- Bottom Rail<sup>3</sup>: 3/4" thick - 3-1/2" average height
- Divider Rail<sup>4</sup>: 3/4" thick - 2" to 4" high  
Required over 70" in height
- Joints: Glued and doweled
- Louver<sup>5</sup> Sizes: 2-1/2", 3-1/2", or 4-1/2" x 7/16" thick
- Louver Tension: Nylon pins with tension screw
- Tilt Bar<sup>6</sup>: 5/8" thick x 1/2" wide  
staple connection





## OVERALL UNIT WIDTH vs. NUMBER OF PANELS IN UNIT

WOOD PLANTATION SHUTTERS				
9" to 36"	24" to 72"	36" to 108"	48" to 144"	72" to 216"
<b>1 TIER - WITHOUT DIVIDER RAIL - SHUTTERS COVER THE FULL HEIGHT OF THE WINDOW</b> Plantation panels over 70" high must have a Divider Rail ( See 1 Tier - With Divider Rail )				
<b>1 TIER - CAFÉ TYPE - SHUTTERS COVER THE BOTTOM PORTION OF THE WINDOW ONLY</b>				
<b>1 TIER - WITH DIVIDER RAIL - SHUTTERS COVER THE FULL HEIGHT OF THE WINDOW</b>				
<b>2 TIERS ( top tier and bottom tier fold open separately ) - SHUTTERS COVER THE FULL HEIGHT OF THE WINDOW</b> Minimum unit height of 50" for a 2 tier shutter				

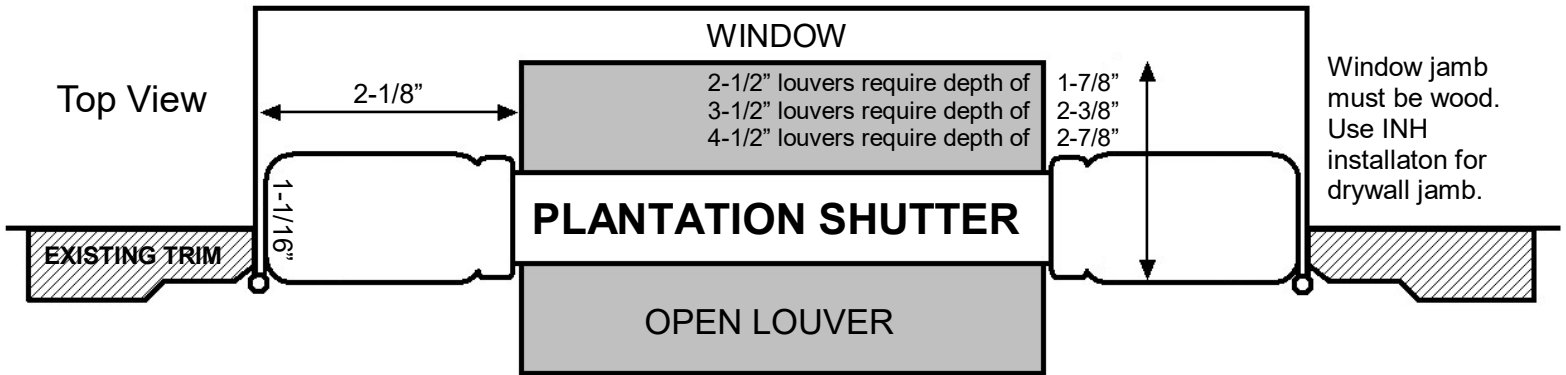
NOT RECOMMENDED

Maximum panel height on all wood plantation shutters is 90".

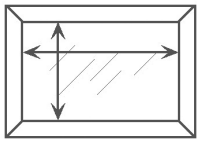


## Installation Method - Inside Mount - Direct to Jamb (INJ)

Plantation shutters attach directly to the window jamb using butt hinges that are mortised into the edge of the shutter. It will not be necessary to mortise the window jamb. This is generally the preferred installation method for window openings with enough depth to accommodate the shutters and still permit the louvers to rotate to the full open position. Window openings should have a solid wood window jamb and be nearly square, with measurements that do not vary more than 3/16". Installation Method INH or OMF are recommended for plaster or drywall openings or windows that vary more than 3/16". Shutter units are shipped ready to install as complete units with all hardware. Installation instructions are emailed with the order confirmation.



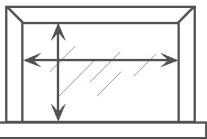
## MEASURE



The window opening depth must be sufficient to allow the louvers to tilt to the full open position. At least 1" of mounting surface is required on the window jamb. A 1-7/8" depth for 2-1/2" louvers is required from the front plane of the window back to the nearest obstruction. A 2-3/8" depth is necessary for 3-1/2" louvers, and 2-7/8" for 4-1/2" louvers.

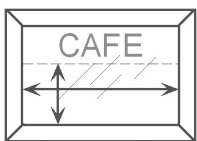
### Width

Measure from window jamb to window jamb in three places to the nearest 1/16". Record the **NARROWEST** measurement. **We will make all allowances for fit.**

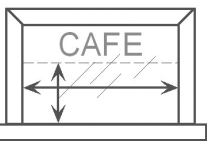


### Height

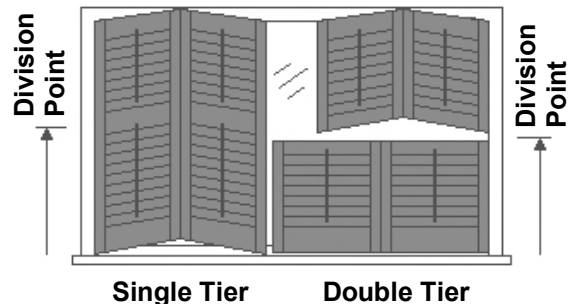
Measure from top to bottom of the window opening in three places to the nearest 1/16". Record the **NARROWEST** measurement. **We will make all allowances for fit.**



**Café type** shutters cover only the lower part of the window. Measure the height from the bottom of the window to the desired top of the shutters.



Single tier shutters with a **divider rail** or **double tier** shutters require a division point dimension. Measure from the **bottom of the window** to the center of the division. The actual location of this point is determined in the design phase after the order is placed and may be slightly higher or lower than specified.



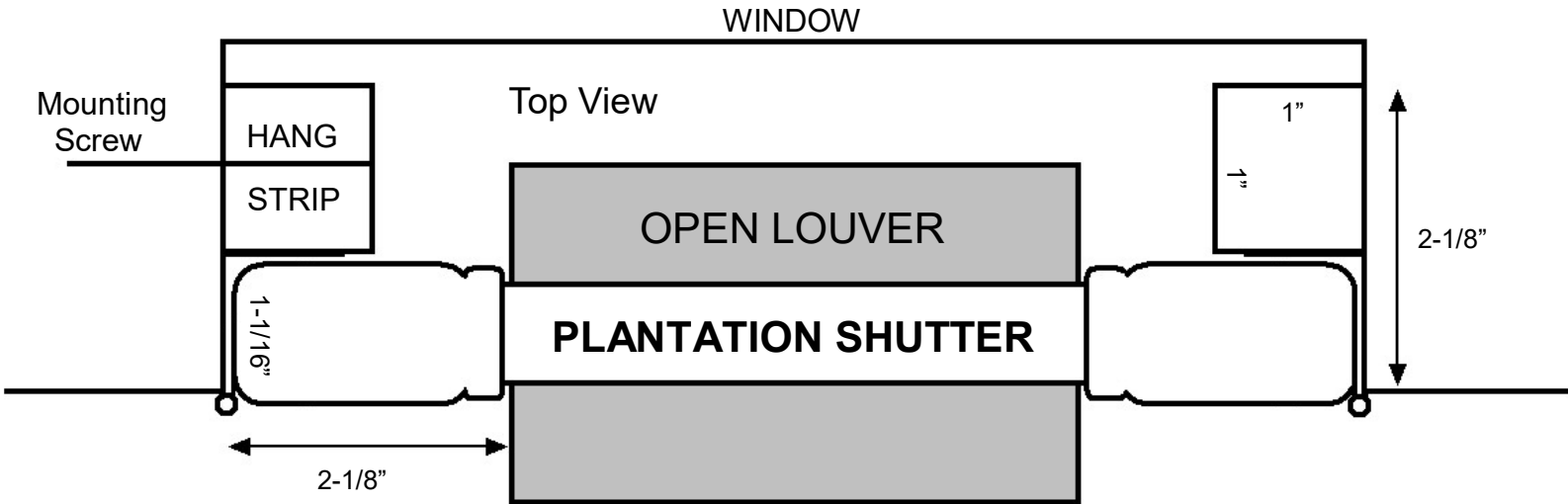
**If you want us to make NO allowances, please call for assistance with ordering.**

Use a steel tape for all measurements.

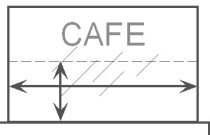
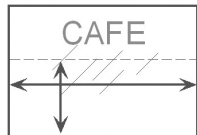
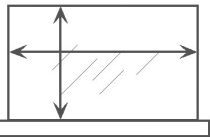
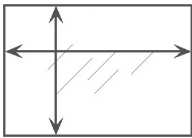


## Installation Method - Inside Mount - On Rear Hang Strips (INH)

Plantation shutters attach to a rear hang strip with offset L-hinges that are mortised into the edge of the shutter. The hang strip is attached to the window jamb with screws. The hang strip allows for installation to a drywall window jamb. Elongated hinge screw holes allow for slight adjustments during installation in window openings that may not be square. Shutter units are shipped ready to install as complete units with all hang strips and hardware. Installation instructions are emailed with the order confirmation.



### MEASURE



Use a steel tape for all measurements.

The window opening depth must be sufficient to allow the louvers to tilt to the full open position. A 1-7/8" depth for 2-1/2" louvers is required from the front plane of the window back to the nearest obstruction. A 2-3/8" depth is necessary for 3-1/2" louvers, and 2-7/8" for 4-1/2" louvers. A 2-3/8" mounting surface is required on the window jamb.

#### Width

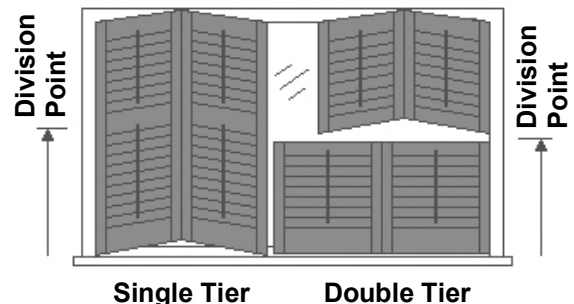
Measure from window jamb to window jamb in three places to the nearest 1/16". Record the **NARROWEST** measurement. **We will make all allowances for fit.**

#### Height

Measure from top to bottom of the window opening in three places to the nearest 1/16". Record the **NARROWEST** measurement. **We will make all allowances for fit.**

**Café type** shutters cover only the lower part of the window. Measure the height from the bottom of the window to the desired top of the shutters.

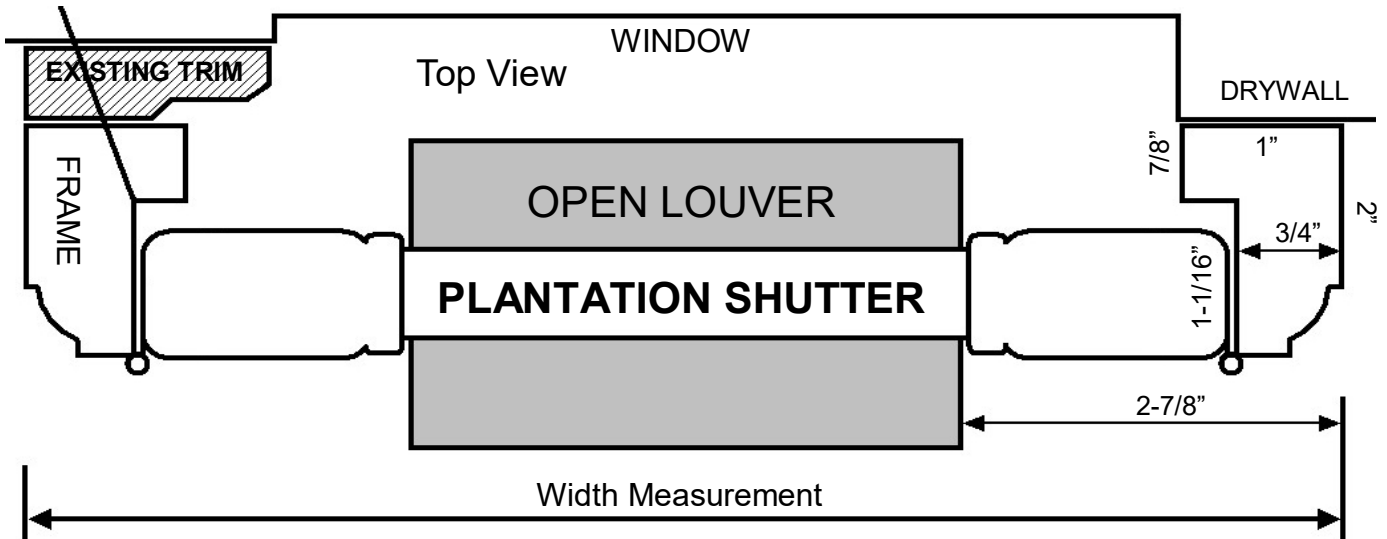
Single tier shutters with a **divider rail** or **double tier** shutters require a division point dimension. Measure from the **bottom of the window** to the center of the division. The actual location of this point is determined in the design phase after the order is placed and may be slightly higher or lower than specified.



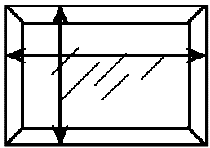


## Installation Method - Outside Mount on Frame (OMF)

Plantation shutters install to the outside of the window opening with a frame that surrounds the shutters on two, three, or four sides. The frame attaches to the face of the existing trim or wall just outside of the window opening. This method is typically used when an installation to the inside of the window opening is not possible or the opening is out of square. Shutter units are shipped ready to install as complete units with all frames and hardware. Installation instructions are emailed with the order confirmation.

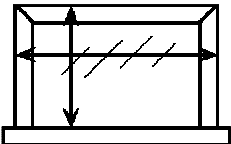


### MEASURE



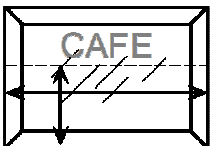
#### Width

Measure from the point on the trim (or wall) where you want the outside edge of the frame to the same point on the opposite side of the window. At least 1" flat surface is required for mounting. The outside edge of the frame should not be more than 2-7/8" beyond the edge of the window opening to ensure clear louver rotation. Measure to the nearest 1/16".

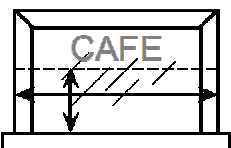


#### Height

Measure from the point on the trim (or wall) where you want the bottom edge of the frame to the same point at the top of the window. If a lower sill exists, measure from the top of the sill. Windows without a sill install with a 4-sided frame. Windows with a sill use a 3-sided frame.

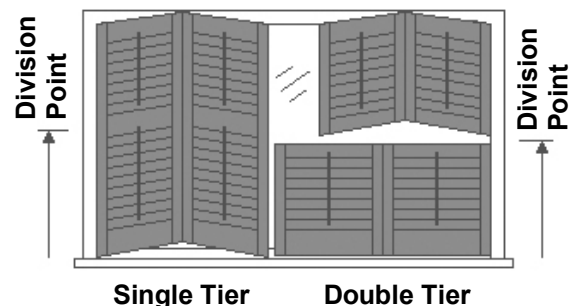


**Café type** shutters cover only the lower portion of the window. Measure height from the point on the trim (or wall) where you want the bottom edge of the shutters to the desired top of the shutters. If a lower sill exists, measure from the top of the sill. Record this measurement to the nearest 1/16". Café type shutters receive a left and right frame.



Single tier shutters with a **divider rail** or **double tier** shutters require a division point dimension. Measure from the bottom of the window to the center of the division. The actual location of this point is determined in the design phase after the order is placed and may be slightly higher or lower than specified.

Use a steel tape for all measurements.





To order, complete the order form and fax to 888-626-0008, email to [order@horizonshutters.com](mailto:order@horizonshutters.com), complete our online order form, or call us at 888-399-4947 to speak with a shutter professional.

We will review your order and e-mail an acknowledgment complete with installation instructions and an estimated production period. Current manufacturing time may also be found on our website.

Your shutters will be shipped to you ready to install, with all necessary hinges, screws, hang strips, frames, and catches.

## DEFINITIONS

**STYLE** - Traditional with 1-1/4" Louvers or Plantation with 2-1/2", 3-1/2", or 4-1/2" Louvers.

**MATERIAL** - Wood

**FINISH COLOR** - The Paint or Stain color that you select for your shutters or unfinished (stain grade).

**HARDWARE FINISH** - Bright Brass, Antique Brass, Silver, or White.

**QUANTITY (QTY)** - The number of shutter units with identical specifications and measurements.

**WIDE** - Width from measure point to measure point (to the nearest 1/16").

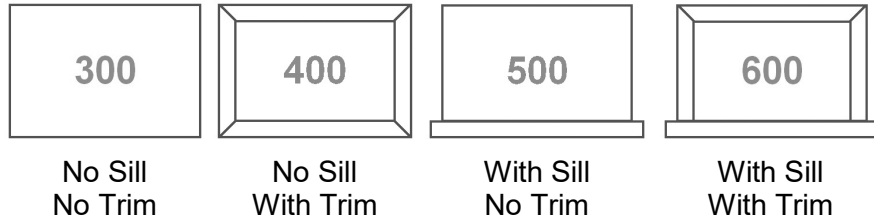
**HIGH** - Height from measure point to measure point (to the nearest 1/16").

**CAFÉ TYPE** - Shutters cover only the lower portion of the window. Enter "Yes" or "No."

**INSTALL METHOD** -

<b>INJ</b>	Inside Mount - Direct to Jamb
<b>INH</b>	Inside Mount - On Rear Hang Strips
<b>OMF</b>	Outside Mount - Frame on Wall or Trim

**OPENING (WINDOW) TYPE** -



**PANELS ACROSS** - The number of individual shutter panels across the window (in the lower tier only).

**FOLD LEFT** - The number of shutter panels that will be hinged together and fold open to the left.

**FOLD RIGHT** - The number of shutter panels that will be hinged together and fold open to the right.

**# OF TIERS** - Enter (1) if the individual shutters extend from the bottom of the opening to the top without a break or if you are ordering "Café Type" shutters. Enter (2) if there is one set of shutters on the top and another on the bottom, so that you can open one tier and leave the other tier closed.

**DIVIDER RAIL** - For 1 Tier Units, enter "Yes" if you want a horizontal Divider Rail that will separate the louvers within each shutter into top and bottom sections, allowing each section of louvers to rotate independently of the other. Enter "No" if you do not want a divider rail or you are ordering a 2 Tier Unit.

**DIVISION POINT** - For a 1 Tier Unit without a Divider Rail, enter "None." For a 1 Tier Unit with a Divider Rail, the distance from the bottom of the window to the center of the Divider Rail. For a 2 Tier Unit, the desired height of the lower tier. The final location of this point is determined by overall panel height, louver spacing, top rail size, and bottom rail size. Therefore, the exact division point may be slightly higher or lower than specified (moved within a range equal to the louver spacing).



# HORIZON SHUTTERS

PO Box 6926 Leawood, KS 66206

# ORDER FORM

Phone: 888-399-4947 Fax: 888-626-0008

Name	
Address	
Address	
City, State, Zip	

Phone No.	
Alt. Phone No.	
Email Address	

### SHIP TO

Name	
Address	
Address	
City, State, Zip	

### SHUTTER DETAIL

Style	Plantation
Louver Size	2-1/2" / 3-1/2" / 4-1/2"
Material	Wood
Finish Color	
Hardware Finish	

1/16"	1/8"	3/16"	1/4"	5/16"	3/8"	7/16"	1/2"	9/16"	5/8"	11/16"	3/4"	13/16"	7/8"	15/16"
.0625	.125	.1875	.25	.3125	.375	.4375	.5	.5625	.625	.6875	.75	.8125	.875	.9375

Qty	Wide	High	Café Type	Install Method	Opening Type	Panels Across	Fold Left	Fold Right	# of Tiers	Divider Rail	Division Point	Price per Unit	Total Price
A													
B													
C													
D													
E													
F													

Read and follow the separate Measuring Instructions and the Order Form Guide. Use the decimal equivalents above to enter sizes. For pricing, call or refer to our website at [horizonshutters.com](http://horizonshutters.com). Attach extra sheets as needed with additional information.

Custom Color Match

Sub-Total

Sales Tax (KS only)

Shipping (\$30 min)

TOTAL

Are you a previous customer? No  Yes  Order Number

### READ THE FOLLOWING BEFORE PLACING ORDER

All shutters are custom made to order using your measurements and specifications. We will make our standard allowances for hinges, fit, and clearance. Orders are not changeable or cancelable. Corrections to this order must be called to our attention within 2 days of the order date. Shutters may not be returned for any reason other than warranty repair. All shutters are covered by the terms of the limited warranty found at [horizonshutters.com](http://horizonshutters.com).

#### WOOD AND PAINT VARIATIONS

Wood is a natural product and will have some variations in grain and color. Paints and stains may not precisely duplicate printed colors. If exact color matching is required, please order an actual color sample to be sent for your approval before finishing (for an extra charge).

#### SHIPPING DATES

Due to the custom nature of our shutters, shipping dates are approximate and cannot be guaranteed.

#### Payment Information

Discover   
  Visa   
  Mastercard  
 American Express   
  Check by Fax   
  Check by Mail

Card No.

3 OR 4 Digit Security Code

Name on Card  Exp

Signature \_\_\_\_\_

Date \_\_\_\_\_