

Your window schedule

Keep one name for each opening, from the first measurement to the final order. All measurements are in millimetres (mm).

Name

Date

Measure once. Check twice. Then check again.

- ☐ Use a metal tape. Read the exact millimetre; do not round or use house-plan dimensions.
- ☐ Measure every opening separately. Write width first, then drop. Repeat readings aloud with a partner.
- ☐ Choose the product and fit before selecting the order dimensions. Use the matching guide on page 4.
- ☐ Keep raw readings. Make only the allowances stated in that product and window method; factory recess deductions are not yours to make.

Room / opening	Product and fit	Order width (mm)	Order drop (mm)	Checked

These are your checked order dimensions. Use page 2 for raw measurements and page 3 for a curtain or special-window plan. Photocopy those pages for additional openings.

One opening, all the readings

Photocopy this page for each opening. Record the raw measurements before choosing the order width and drop.

Room / opening name

Product / material

Fit / frame / roll direction

Guide used / date

Raw readings (mm)

Width	Top	Centre	Bottom
Inside / opening			
Outer trim / coverage			
Drop	Left	Centre	Right
Reference to finish			

Overall recess depth

Clear depth to obstruction

Sill projection

Top fixing reference / finish point

Do not automatically use the smallest of three readings: standard roller width is taken at the top; curtains use the largest drop. Shutters, Venetians, verticals and special windows have their own rules.

Handles, winders, tiles, sill, furniture and available fixing space

Checked order dimensions

Width (mm)

Drop (mm)

Checked by / date

Record each product-specific allowance and its reason here:

Curtains and special windows

Use a plan viewed from above. Label each wall or blind, the mounting position, controls, corners and any split points.

Room / opening

Product / guide

Your plan: track start, wall sections, corners, through/butting blinds and obstructions

Run / blind	Left / A	Middle / B	Right / C
Raw width (mm)			
Order width (mm)			
Corner / bend / fit			

Split 1: wall section + left reference + mm

Split 2: wall section + left reference + mm

Drops: left / centre or corner / right (mm)

Stack / opening / track flow

Motor side or wand size

Heading / front and rear layers

Floor finish / hem

Curtains: keep the measured drop unchanged and select the floor finish separately. For curved or bay layouts, measure each split from the correct left reference on its own wall section. For linked blinds, check individual widths add to the overall span.

Unclear corner, tile boundary, stack space or deduction? Send the labelled plan, raw readings and photographs for checking before you order.

Find the matching guide

Click a guide name in this PDF. For a printed copy, use the short route shown below after stagingnew.eloboosta.com.

Blinds

roller blinds	/roller-blinds-measuring/
double roller blinds	/double-roller-blinds-measuring/
cassette roller blinds	/cassette-roller-blinds-measuring/
timber Venetian blinds	/timber-venetian-blinds-measuring/
PVC Venetian blinds	/pvc-venetian-blinds-measuring/
25 mm aluminium Venetians	/25mm-aluminium-venetian-blinds-measuring/
50 mm aluminium Venetians	/50mm-aluminium-venetian-blinds-measuring/
vertical blinds	/vertical-blinds-measuring/
panel glide blinds	/panel-glide-blinds-measuring/
Roman blinds	/roman-blinds-measuring/

Curtains and shutters

plantation shutters	/plantation-shutters-measuring/
curtains	/curtains-measuring/
double curtains	/double-curtains-measuring/
curtains for box and bay windows	/box-bay-curtains-measuring/
curved curtain tracks	/curved-curtains-measuring/

Special windows and pelmets

linked blinds and wide openings	/linked-blinds-measuring/
bonded and padded pelmets	/pelmets-measuring/
blinds for half-glass and French doors	/door-blinds-measuring/
blinds and pelmets for corner windows	/corner-blinds-measuring/
blinds for bay windows	/bay-window-blinds-measuring/

Detailed shutter help remains available at </shutter-guide/>. Installation help: </installation-guides/>.

Need a second look? Call 1300 011 561 or visit stagingnew.eloboosta.com/contact/. Keep this worksheet and the checked drawing with your order.