

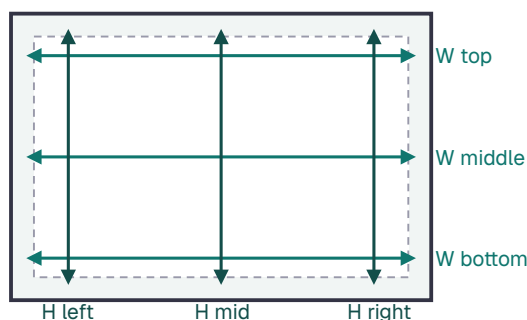
Shutter measuring sheet

Measure every window before your survey, so you can compare quotes properly

How to measure

1. Use a steel tape and measure in millimetres. Decide if the shutter will sit inside the recess (most common) or on the wall outside it.
2. Width: measure the inside of the recess at the top, middle and bottom. Write down all three.
3. Height: measure at the left, middle and right, from the top of the recess to the sill.
4. Use the smallest width and smallest height for an inside-recess fit. Recesses are rarely perfectly square.
5. Depth: measure how deep the recess is, and how far window handles stick out. Shutter panels need room to open.
6. Note anything in the way: handles, radiators, sockets, tiled sills, curtain poles, alarm sensors.

Measure inside
the recess at
3 points each way.
Use the smallest.



Your windows

Room / window	Inside or outside	W top	W mid	W bottom	H left	H mid	H right	Depth	Handle	Style wanted

Obstructions and notes



Bay windows: one line per section

Number the sections left to right. Measure each one separately and note the angle where it meets the next section (e.g. 135° for a typical angled bay, 90° for a square bay).

Section	W top	W mid	W bottom	H left	H mid	H right	Angle to next	Notes

Sketch the bay from above (number each section)

Questions to ask each installer

- ☐ Is the price supplied and fitted, including VAT?
- ☐ Which material (MDF, faux wood, hardwood) and why for this room?
- ☐ Will you re-measure before manufacture, and who pays if the size is wrong?
- ☐ How long is the lead time, and what is the guarantee?
- ☐ Do bay windows need extra frames, trims or battens?

Quote 1 (company and price)

Quote 2 (company and price)

Quote 3 (company and price)