



## Roman Shade Design Guide

(Rev 6/4/2026)



**The Workroom Collective**

602 Industrial Street

Waverly, IA 50677

319-352-1934

ROMAN SHADE  
PURCHASE ORDER

Please complete the details below in full. All measurements should be noted in inches. Separate purchase order forms should be used for each fabric, fabric color, or style. **By submitting this order form, you acknowledge that you have read, understood, and agree to the Terms and Conditions available at [theworkroomcollective.com/terms](http://theworkroomcollective.com/terms).** If you have any questions, need to submit an order, or require assistance completing this form, please contact The Workroom Collective team at [orders@theworkroomcollective.com](mailto:orders@theworkroomcollective.com).

BILL TO	
Name:	
Address:	
Phone:	

SHIP TO	
Name:	
Address:	
Phone:	
Shipping Instructions	

Order Date:	
PO #:	
Order Placed by:	
Sidemark:	
Req. Del. Date:	

Fabric Mfg. / Pattern / Color	/	/	Vertical Repeats:								
Trim Mfg. / Pattern / Color	/	/	Horizontal Repeats:								
Roman Style:	waterfall: standard   relaxed   faux   faux relaxed		OR	classic (includes valance): standard   relaxed   faux   faux relaxed							
Lining Type:	unlined   privacy & interlined   blackout & interlined			Lining Color:	white   pale ivory   ivory   (other - see General Information)						
Window Name / Qty.	Board Width	Board Depth	IM / OM	Finished Width*	Finished Length	Side Flap Length	Continuous Chain Operation			Alt. Operation Options	Insured Value
							Chain Color	Length	Location		
/							aluminum   antique brown brass plated   white   black		R / L	stationary   cordless motorized**	
/							aluminum   antique brown brass plated   white   black		R / L	stationary   cordless motorized**	
/							aluminum   antique brown brass plated   white   black		R / L	stationary   cordless motorized**	
/							aluminum   antique brown brass plated   white   black		R / L	stationary   cordless motorized**	
Additional Comments / Drawing / Pattern Positioning Detail / Banding or Trim Positioning Detail											

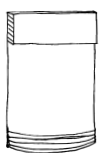
\*For inside mount applications, "Finished Width" dimensions will be used as submitted, with no deductions. The provided dimension will be the finished width of the shade.

\*\*Additional motorization details will be confirmed prior to order finalization.

**Roman Styles**



Classic



Relaxed  
Classic



Waterfall



Relaxed  
Waterfall

**Chain Colors**



Aluminum



Antique Brown



Brass Plated



White



Black

**ROMAN SHADE LABOR RATES (ALL STYLES)**

		Width						
		0" to 24"	24 $\frac{1}{8}$ " to 36"	36 $\frac{1}{8}$ " to 48"	48 $\frac{1}{8}$ " to 60"	60 $\frac{1}{8}$ " to 72"	72 $\frac{1}{8}$ " to 84"	84 $\frac{1}{8}$ " to 96"
1	0" to 36"	\$355	\$433	\$472	\$532	\$596	\$817	\$824
	36 $\frac{1}{8}$ " to 48"	\$380	\$471	\$510	\$568	\$630	\$858	\$866
	48 $\frac{1}{8}$ " to 60"	\$408	\$512	\$541	\$621	\$682	\$913	\$924
	60 $\frac{1}{8}$ " to 72"	\$422	\$531	\$596	\$692	\$753	\$987	\$996
	72 $\frac{1}{8}$ " to 84"	\$433	\$550	\$603	\$755	\$824	\$994	\$1002
	84 $\frac{1}{8}$ " to 96"	\$445	\$559	\$606	\$779	\$839	\$995	\$1010
2	0" to 36"	\$474	\$551	\$591	\$650	\$714	\$935	\$942
	36 $\frac{1}{8}$ " to 48"	\$498	\$590	\$628	\$686	\$748	\$976	\$984
	48 $\frac{1}{8}$ " to 60"	\$526	\$631	\$659	\$739	\$800	\$1,032	\$1,043
	60 $\frac{1}{8}$ " to 72"	\$540	\$649	\$714	\$810	\$871	\$1,106	\$1,114
	72 $\frac{1}{8}$ " to 84"	\$551	\$668	\$722	\$873	\$943	\$1112	\$1120
	84 $\frac{1}{8}$ " to 96"	\$564	\$677	\$724	\$897	\$958	\$1114	\$1128

\* Group 1 shades include privacy lining and interlining.

\*\* Group 2 shades are blackout lining and interlining.

Incorporation of a valance constitutes a \$250 additional charge.

Please contact [orders@theworkroomcollective.com](mailto:orders@theworkroomcollective.com) for widths / lengths in excess of 96".

## General Information

Shades are meticulously tabled and sized as accurately as possible. However, because of the “give” in some fabrics, there is a tolerance of up to ½” in length and width. Some knits and casements may vary as much as 1” or more. Please consider this when measuring for a shade’s finished length.

Patterns are matched from the top down. For plaids and certain weaves, we cannot guarantee that lines will be perfectly straight at seams.

Shades are shipped in the up position, labeled with size, room tag, and side mark, encased in plastic, and carefully packed in specially designed shade boxes.

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### Policies and Procedures

#### Cancellations/Order Changes

Cancellation requests received before labor has begun may be honored, subject to a partial labor fee. Cancellation requests received after labor has begun will not be honored, and the full agreed-upon rate will be charged.

#### Rework/Return Policy

Custom ordered products may not be returned except for defective workmanship. All return requests must be made within 30 days from the date of invoice.

#### We reserve the right to rework any custom products.

We will not reimburse for labor not performed by our company, and we will not accept or credit back products altered by another workroom. Under no circumstances shall our liability extend to removal, shipping, insurance, re-installation, trip charges, or any consequential damages of any nature.

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### Lining Fabric

Lining color options include white, ivory, and pale ivory. Alternative lining color options are available upon request.

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### Shipping

Shipments are F.O.B. workroom in Waverly, IA, and ship via regular ground unless otherwise noted.

Freight and handling will be charged on all shipments.

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### Delivery

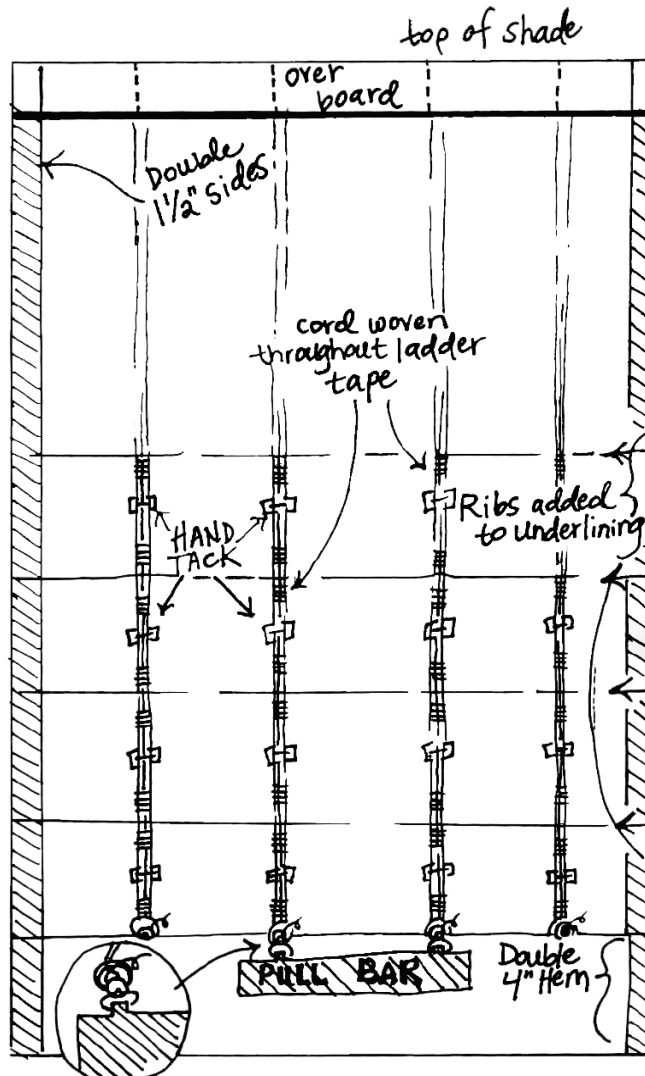
Production dates are set once all items needed to produce your order are received in the workroom. Every effort will be made to meet or beat the estimated date; however, production dates are estimates only.

Please add shipping time to the estimated production date.

## Standard Fabrication Methods

All Roman shades will be fabricated using the following standard techniques unless requested otherwise.

- 4" double hems will be used at the bottom of all Roman shades.
- Double 1.5" side hems will be used on all Roman shade.
- All blackout Roman shades will include a lining matched patch over all hand tacks to prevent light seepage.
- All Roman shades will include ribs with the exception of unlined shades.
- All Roman shade styles include an internally integrated weighted bar with the exception of the relaxed Roman style, which has an external weighted bar.
- Actual final measurements will be rounded down to the nearest  $\frac{1}{8}$ ".
- Standard board width is 2.5" unless otherwise specified.
- For inside mount applications, "Finished Width" dimensions will be used as submitted, with no deductions. The provided dimension will be the finished width of the shade.
- Patterns will be matched from the top down, and all seams will be serged.
- Color-matched cotton thread will be used for all Roman shade fabrication.
- All boards will be covered in color selected lining.
- All lift cords will be secured using ladder tape.
- All Roman shades will include interlining.
- Mounting brackets will not be included with any Roman shade order.
- Standard valance length is 8".
- All inside mount waterfall style shades will include a back valance created from shade selected lining.



## Fabric Characteristics and Care

The following characteristics are inherent to the nature of custom textiles and are considered part of their unique qualities. They are not regarded as flaws or defects and, as such, are not valid reasons for return.

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### Bow, Bias, and Seam Matching

The industry standards are 1½" to 2" for bow and bias. Some print and solid patterns may have difficulty with seam matching.

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### Casement, Hand Woven, and Silk Fabrics

Many fabrics are created by hand weavers, creating unique qualities. Dye lot variations, inconsistent weaving, heavy threads, wrinkling, flaws, colored yarns, holes, pattern repeats that vary within the same yardage, loose threads, missing yarns and threads, missing beads, pearls, incomplete appliqués, puckering around embroidered silks, and inconsistent embroidery are natural characteristics. Protect all silks from direct and indirect sun, as fading and disintegration are common. These fabrics may also have a tendency to stretch in length. These characteristics are not considered defects and are not reasons for returning fabric. Backing is recommended for upholstery use.

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### Heat Sensitive Fabrics

Many fibers used in shade fabric construction are sensitive to heat and can cause puckering and inked hems. Polyester and linen are most sensitive to heat and must be fabricated with a cool iron only. Acrylic and modacrylic fibers are also sensitive to heat. Heat-sensitive fabrics that are steamed or ironed often shrink or pucker.

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### Puckering

It is natural for some fabrics (e.g., hammered satins, satin stripes) to have a puckered or slightly wrinkled appearance. This is a characteristic of today's more relaxed, casual fabric constructions.

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### Wrinkling

Wrinkling is a characteristic of linen and cotton blended fabrics.

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### Shrinking and Length Fluctuations

Be tolerant of normal fluctuations in lengths of shades. Few fabrics are completely stable. Fabrics breathe and absorb moisture, resulting in stretching or shrinking. Fabrics placed over or near heating and cooling vents may react to a much greater degree. We will not be responsible should this situation occur. A 2% to 3% change is reasonable. Allow sufficient fabric in the hems for later adjustments, should it be necessary. Fabrics that are steamed or ironed often shrink or pucker.

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### Sun Protection

Fabrics should be protected from the sun. We do not guarantee against fading or color fastness. Shades should be lined. Shades should be drawn during the day, and sun protection should be used whenever possible. The summer sun is strong, but the winter sun and reflection from the snow are even more harmful. Colors can fade by oxidation ("gas fading") if fabrics are kept in storage for too long a period without airing. Some colors are more sensitive than others. Impurities in the air may cause as much fading as direct rays of the sun.

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### Synthetic Fibers

Despite the impressive strides in the advancement of synthetic fibers, performance will vary with the construction of the fabric and its application. Whole or partial synthetic constructions may have a tendency to react adversely to atmospheric conditions. Synthetic fibers are sensitive to heat, sunlight, and steam. Shrinking, hiking seams, puckering, and flaring are common characteristics.

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### Velvet

Velvet nap will crush and may be directional. Surcharges will apply for hand stitching on some products.