

We all do so much online now. You can connect with loved ones across the country and around the world, research everything from restaurants, to real estate, to destination travel, and order any and everything you can think of (thanks, Amazon!). So, it makes sense that window treatment design is possible from your home computer, too.

You can now start your dream project with us online. Our sales consultants will guide you through the entire process from start to finish. Using their expertise, they will help bring your vision to life.

What does a virtual consultation look like at Santa Fe?



**1-CONTACT US**

Now that you have made contact through the website then we can work together to quote for your shutters or blinds.



**2-PHOTO & MEASURE**

Take photos / measurements of your windows

We will ask that you email us photos and measurements of each window you are looking to upgrade. If you have several windows similar in size, you only need to measure one. Use the worksheet to help record your measurements or just send them to us in an email. If you use the form you can then either upload your measurements and photos on our website "Get a Quick Quote" page or email them to us at [info@santafe.co.nz](mailto:info@santafe.co.nz)



**3-CONSULTATION**

You and your sales consultant will connect online through a phone or video call on your smartphone, tablet, laptop or computer for your Virtual Consultation



**4-SHARE IDEAS**

You will collaborate with your sales consultant on your vision for your window treatments and discuss the best design for your needs. Next, your sales consultant will review your measurements (if taken previously), or together with you, will measure your windows. Finally, we will help you narrow down options to be customised just for you.



**5-YOUR QUOTE**

Based on your discussions and the measurements you sent we will supply a quote for your shutters or blinds. By accepting and paying your deposit during the Lockdown period you will be eligible for the 20% Discount. (Note – if the measurements or fabric types you choose at your final consultation varies the price will change)



**6-FINAL MEASURE**

Once we are past the Level 4 Lockdown stage then we will make an appointment to visit you at home to complete a final measure and select your colours & fabrics. Our In-Home Consultants have all completed a Covid Safety Course. You will be emailed a copy of their certificate. At this time we expect that we will still be conforming to Level 3 guidelines of maintaining a social distance and having no direct contact. We will ask you a series of questions to ensure that your home is safe for them to visit. The sales consultant will have 2 masks, one for you and one for them. They will have used Hand Sanitiser before entering the home. They will arrive with sanitised samples and will wipe down all surfaces they touch with Dettol Spray. You can choose to be in the home or out on the deck while they measure.

**Schedule Your Virtual Design Consultation Today!**

## STEP 2 – Take Photos and Measure Windows

This sheet is designed to give you information on taking the basic photos and measurements so that you can then send to us. This means that when we talk about your window treatments that we will be able to give great advice because we can envisage the look you are wanting to achieve.

### Photos

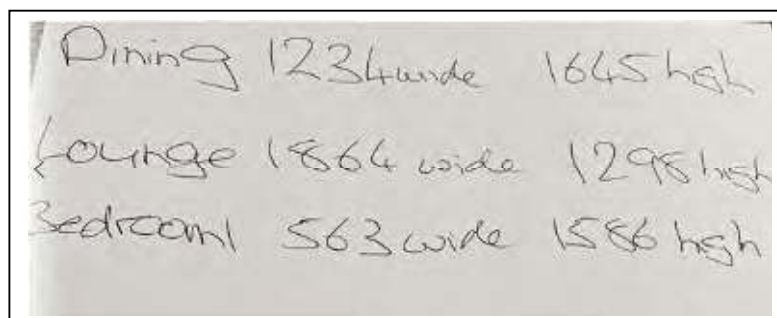
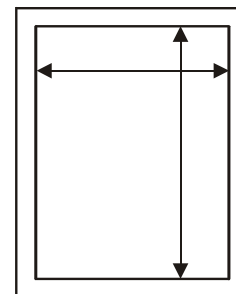
- Take a photo of each opening using your mobile phone. Show the full opening not just one part of the window.
- When taking the photo please ensure that you take this at an angle so we can see the joinery and surrounding trim clearly. We want to see the inside clearly not the outside
- Hold back any curtains so we can see the window and surrounding frame clearly



### Measuring

We will base the quote on the fact that the blind or shutter will fit inside the window or door frame.

- **Width:** Measure the distance across the window from the inside edge of the frame to the opposite inside edge.
- **Height:** Measure the distance from the top inside edge of the frame to the bottom inside edge.
- Preferably use a steel tape for accuracy. However if you do not have a steel tape then you could use a dressmaking tape or a ruler. We will base the quote on the measurements you supply but we will do a final measure of the openings prior to ordering.
- Measure the width and write it down, then measure the drop and write it down, then double check. Please write the measurements as millimetres. If you only have a tape with inches or centimetres then just tell us what you have used.
- Double check all measurements.





## Fill in the Form

The form is a PDF. You can fill this in on your computer if you have Adobe Acrobat.

Fill in your room name and measurements and add your photos as below.

Or you can just follow the layout below and email us this information and attach your photos to the email. If you are emailing the photos please name the photos so we can identify which room they belong to.

If you are unsure where to measure or how then we can connect via a video call and explain this to you while we look at your windows.

Cancel Re: Gail Christie - Santa Fe Enquiry for Virtual In Home Design Cons...					
Dining	1234	1635	Roller		
Lounge	1864	1298	Venetian		

# SANTA FE

## SHUTTER & BLIND EXPERTS

If you have access to a printer you may prefer to print this form and fill it in rather than complete it on your phone or computer. You can then photograph the form and attach it the email you send back. If you use this method then please name the photos so that we can tell which opening they are for. If you add the photos to the form on your phone then each photo will be in the line with the room name.

[illegible]