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Customer Service Polices



How to place an order

For your convenience, CACO provides you with the option of placing orders by either telephone, email, online or fax (if placed by fax, CACO will provide order forms at no additional cost; customers must request forms). Orders placed after 3:00 pm EST will be forwarded to the next business day.

Placing Order

CACO Customer Service Representatives are available between the hours of 8:30 am and 5:00 pm Eastern Standard time at **1-800-552-5278**. However, shutter orders may not be placed by phone. The required order form will be included in this guide and a fillable PDF will be available on our website here: Watauga Wood Shutters Order Form. Forms. Once completed, forms can be email to <u>customerservice@cacoinc.com</u> or faxed to **1-866-926-5836**. Please ensure that forms are filled out completely. Any omission of pertinent information will only delay your orders manufacturing time.

Online Orders

At this time orders cannot be placed online; you will need to contact customer service to for information about these products.

How to add on or make changes to an order

Before your order is put into production you will receive an order confirmation, please review this before approving your order. Once orders are submitted into production, changes cannot be made.

How to cancel an order

Cancellations or changes require an immediate response and can only take place up until the start of fabrication. You must first identify your P.O. number or side mark and then state the cancellation or change. Cancellations must be faxed or emailed in writing only, phone calls are not permitted. If an order has already been cut, a minimum charge of 50% will apply.

Should you order for the same room at different times?

This is a frequently asked question and should be addressed and explained at the point of sale. Under normal circumstances shutters should be ordered for the same room at one time to prevent color deviations, as a result of paint color variations from original lot to the other. If additional shutters are ordered at a later time for the same room there can be a distinct color difference from the existing product to the new product. Also, window coverings that have been previously installed can have shade differentiations from newer products due to the progress of aging.

Questions concerning an order

Once you contact customer service you must have your P.O. number and/or side mark available.

Shipping and Handling Charges

Delivery is \$1 per square foot with a \$125 minimum

• Orders will be delivered by private LTL delivery.

Credit and additional charges

Open accounts are established by submitting a CACO credit application. You will be required to list trade and bank references as well as a current sales tax id number. C.O.D. accounts are also obligated to submit a credit application. Invoices are due within 30 days of the date posted. After 30 days accounts will be charged 1.5% interest per month. CACO reserves the right not to ship to accounts with past due balances.

Payment Policy

Current payment methods accepted are check, emailed or faxed checks for ACH processing, credit cards (Mastercard, Visa, Discover) and online payments by credit card or bank draft. Due to additional credit card fees, effective March 8th, a 2% processing fee will be added to all credit card payments. This fee can be avoided by either mailing checks to our PO Box or to expedite payments send a copy of your check along with our Check by Fax form by email to customerservice@cacoinc.com or fax to (866) 552-5278. Please note CACO will not automatically charge any credit card or process ACH transaction without approval at the time of each transaction.

If you receive product that has been visibly damaged while in transit

Before accepting any shipments, please examine each carton carefully. If shipment shows any signs of mistreatment or damage, i.e., wheel marks, crushed or bent cartons note this on the bill of lading and have the driver sign it and note damage. Should a replacement be necessary, CACO will bill you. Your replacement invoice will enable you to file a claim with the responsible carrier. It is imperative that you count all cartons prior to signing the bill of lading; any shortages must be noted on the bill of lading with the driver's signature.

Shipping discrepancies

If the product received does not agree with your packing slip, contact a CACO customer service representative within 24 hours. Your representative will verify any action needed for a resolution and expedite any necessary replacements.

If you should receive a defective product

Your warranty protects you against defective products (please read your warranty for all information, disclaimers and liabilities). Should you receive a defective product, contact CACO customer service and provide detailed information including your P.O. number. If the product is not sent back for repair, you will be invoiced for a replacement and required to return back the original product to CACO for inspection. Any issue arising past 30 days from receipt of original order will be required to return product for repair.

Watauga Wood Shutters provides the traditional elegance of fine crafted wood shutters to any window.

Constructed with the finest North American hardwood and manufactured on the most technologically advanced equipment, the Watauga Wood Shutters create the classic beauty that only wood shutters can provide.

Additionally, the shutters are finished with environmentally friendly coating. No Lacquers, oils or other harmful VOC emitting coatings are used to ensure that you have the safest product available for your home.

Features

- 21 Paint Colors
- Environmentally friendly coatings
- Hard wood construction
- Match any window shape or size
- Hidden tilt available (Superview)
- 5 louver sizes
- Lifetime Warranty



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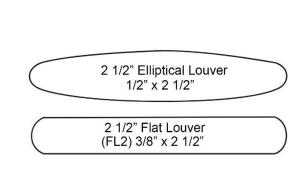
Watauga Wood Shutter Louver Sizes



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Window View

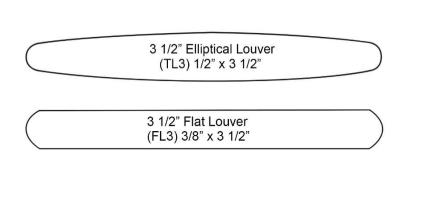




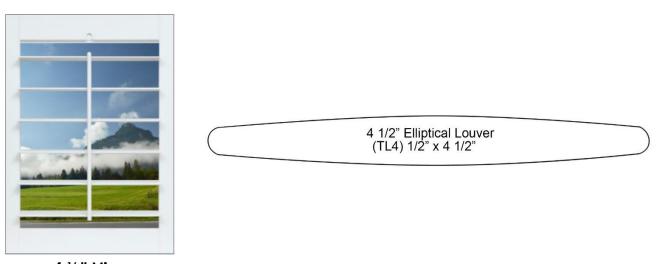
Louver Size

2 1/2" View









4 1/2" View

Tilt Rod & Door Cutout Options



Tilt Rod Options



Radius

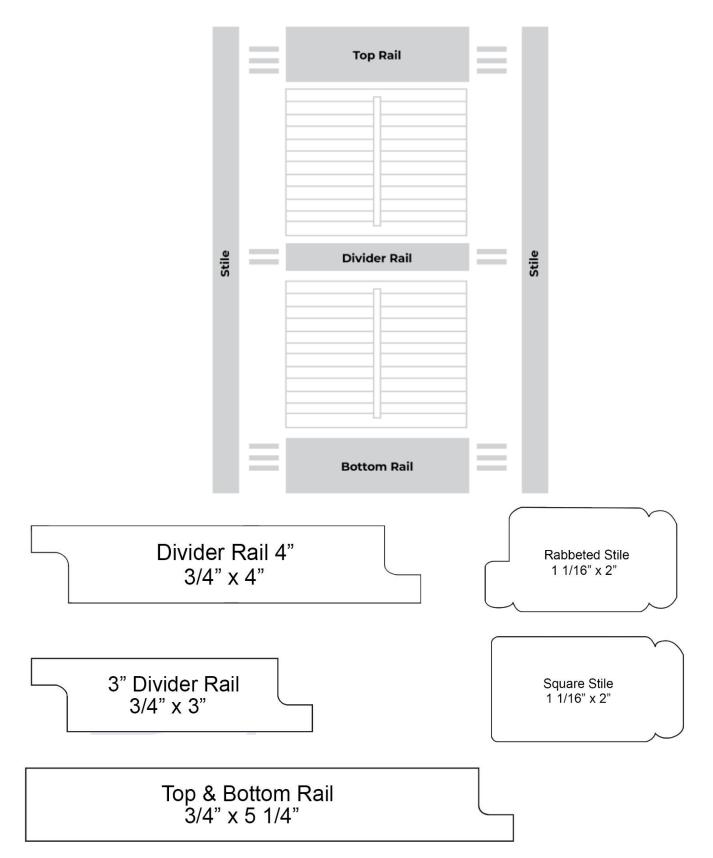
Door Cutouts



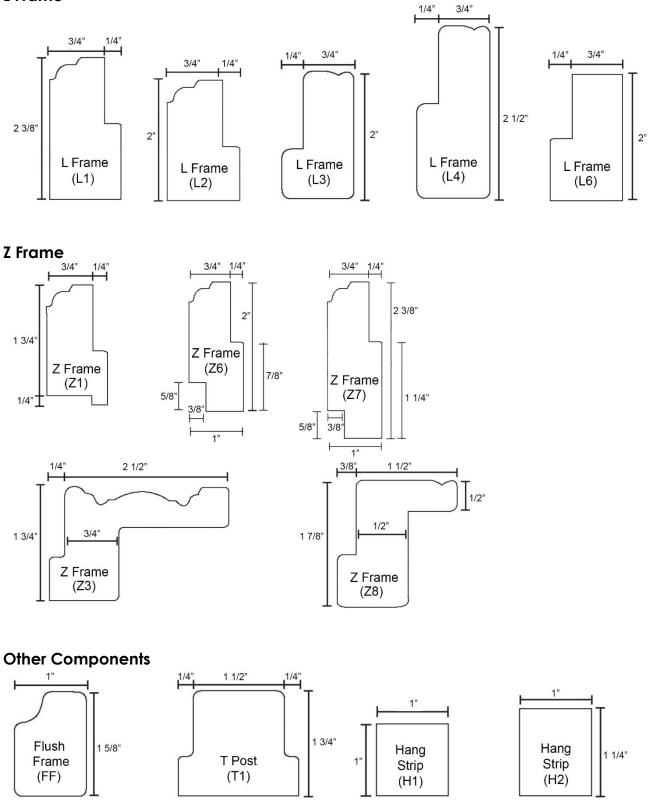
Rectangular







L Frame





Watauga Wood Shutter L Frame Profiles



L1, L2



L3, L4



L6



Watauga Wood Shutter Z Frame Profiles



Z3



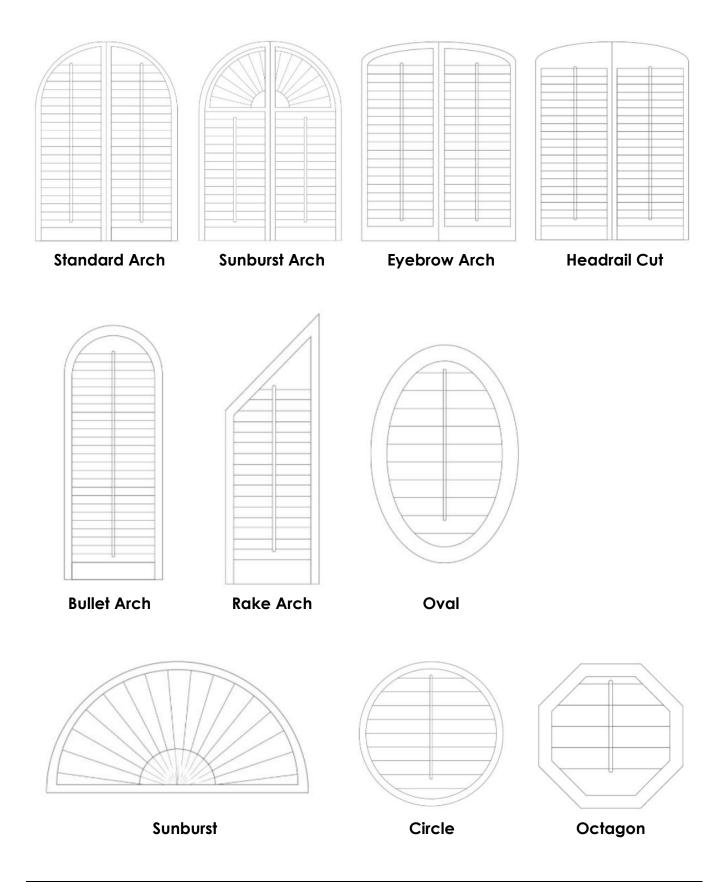
Z6, Z7



Z8



Watauga Wood Shutter Specialty Shapes



Watauga Wood Shutter

Opening Height

Options, Upgrades and Specialty Pricing

| Panel Size Limitations | | Width | I | Height |
|--|----|-------|-----|--------|
| Single Panel | 9" | 36'' | 10" | 136" |
| Single Panel with Bifold | 9" | 30'' | 10" | 136" |
| Single Panel with Bifold Track | 9" | 30'' | 10" | 136" |
| Single Panel with Bypass Track | 9" | 36'' | 10" | 136" |
| NOTE: All panels over 80" tall require a divider rail. (Customer may specify location) | | | | |

Maximum Size Limitations Per Window OpeningOpening width without a T-Post121 1/2" Including FrameOpening width with a T-PostUnlimited (spliced over 140")

137 3/4" Including Frame

| Framing Options | | | | |
|-----------------|----------------------------------|-----------------|------------------------|------------------------------|
| Frame Code | Description | Dimensions | Additional Upcharge | Available Number of Sides |
| L1 | 2 3/8" L Frame (Ogee Profile) | 2 3/8" x 1" | None | 2,3,4 |
| L2 | 2" L Frame (Ogee Profile) | 2" x 1" | None | 2,3,4 |
| LD* | 3" L Frame (Ogee Profile) | 3" x 1" | * | 2,3,4 |
| L3 | 2" Beaded Frame | 2" x 1" | None | 2,3,4 |
| L4 | 2 3/8" Extended Beaded Frame | 2 3/8" x 1" | None | 2,3,4 |
| Z1 | Tilt in Window Frame (Ogee) | 2" x 1" | None | 2,3,4 |
| Z3 | Decorative Z Frame | 1 3/4" x 2 3/4" | None | 2,3,4 |
| Z8 | Extended Beaded Z Frame | 17/8" x 17/8" | None | 2,3,4 |
| Z6 | O-Z Frame | 2" x 1" | None | 2,3,4 |
| Z7 | Extended O-Z Frame | 2 3/8" x 1" | None | 2,3,4 |
| H1 | Square Hang Strip | 1" x 1" | None | 2,3,4 |
| H2 | Rectangular Hang Strip | 1 1/4" x 1" | None | 2,3,4 |
| T1 | T-Post | 1 3/4" x 2" | None | |
| *Up-chc | arge with non-door & non-sidelig | ht units | | |

| Louver Options | | | |
|----------------|------------|------|--------|
| Size | Elliptical | Flat | Finish |
| 2 1/2" x 7/16" | Yes | Yes | Smooth |
| 3 1/2" x 7/16" | Yes | Yes | Smooth |
| 4 1/2" x 7/16" | Yes | No | Smooth |

| Available Colors | | |
|------------------|------------------|--|
| (Painted) | | |
| Color Number | Color Name | |
| 001 | Ultra Pure White | |
| 002 | White | |
| 003 | Off White | |
| 005 | Creamy | |
| 007 | Almost White | |
| 009 | Pearl | |
| 010 | Fleece | |
| 011 | Aspen | |
| 013 | Antique White | |
| 014 | Dover White | |
| 015 | Pearly White | |
| 016 | Alabaster | |
| 020 | Navajo White | |
| 021 | Moderate White | |
| 023 | White Dove | |
| 027 | Decorator White | |
| 031 | Whispering Birch | |
| 036 | Shoji White | |
| 038 | Extra White | |
| 039 | Pure White | |
| 040 | Snowbound | |

| Divider Rails | |
|--------------------|-----------|
| Louver Size | Rail Size |
| 2 1/2'' Elliptical | 4" |
| 2 1/2'' Flat | 4" |
| 3 1/2" Elliptical | 3" |
| 3 1/2" Flat | 3" |
| 4 1/2" Elliptical | 4'' |

| Hinge Options Colors* |
|--------------------------------|
| White |
| Almond |
| Polished Brass |
| Antique Brass |
| Brushed Chrome |
| Oil Rubbed Bronze |
| Dark Pewter |
| * Non-Mortised Hinges Standard |

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Left to Right:

Antique Brass, Polished Brass, Almond, White, Brushed Chrome, Oil Bronze, Dark Pewter

Watauga Wood Shutter Options, Upgrades and Specialty Pricing

Options and Upgrades

| Super View (Hidden Tilt Rods) | 15% Upcharge |
|-------------------------------|---------------------|
| Café Panels | 15% Upcharge |
| Double Hung Panels | 15% Upcharge |
| Oil Rubbed Bronze Hinges | \$.40 per hinge |
| Dark Pewter Hinges | \$.40 per hinge |
| Astragals | 15% Upcharge |
| Mortised Inner-Panel Hinges | \$12.50 per opening |
| Custom Framing | Quoted upon request |
| Attach magnets | \$1.25 per panel |

Specialty Options

| French Door Cutout | \$110 per panel |
|---|---------------------|
| Arched Frames (Some over-sized frames extra) | \$98 per opening |
| Standard Rake Top Arch Panel | \$110 per panel |
| Standard Arch-Top Panel | \$110 per panel |
| Suntop Arch Panel | \$140 per lineal ft |
| Headrail Cut for Eyebrow Arch (5" max drop) | \$37 per panel |
| Sunburst (Near half-circle shape. Up to 72" wide) | \$140 per lineal ft |
| Over-sized or irregular Shaped Sunburst | Quoted upon request |
| Horizontal louvered arch (Near half-circle shape. Common stile extra) | \$140 per lineal ft |
| Circle | \$206 per lineal ft |
| Oval (Pricing based on longest dimension) | \$206 per lineal ft |
| Oval or Circle Frame | \$196 per opening |
| Octagon (Pricing based on longest dimension) | \$206 per lineal ft |

Watauga Wood Shutter Warranty

Watauga Wood Shutters are backed by a Limited Lifetime Warranty against original defects in materials or workmanship for as long as the original retail purchaser owns the product, provided that the products were properly installed in the original intended window, in residential dwellings, the products were made and/or assembled exclusively from our materials and components, and our recommendations were followed with regard to limitations and specifications. Any resale or other transfer of the product and/or materials voids this warranty.

Colorfastness is warranted for three years on all shutters. Some warpage in wood materials, as well as natural variations in color and/or grain effect are normal and are not considered defects. As with any window treatment product which is exposed to the sun, some fading and/or discoloration may occur over time. This is common and is not considered a defect.

The obligation of CACO, Inc. is limited to repair and replace the shutter components found to be defective and excludes shipping charges, trip charges or labor costs for removal and/or reinstallation. Repairs will be made with like/ similar parts.

Warranty claims must be accompanied by proof of purchase, and details regarding the nature of the problem, etc.

This Limited Lifetime Warranty does not cover any conditions caused by normal wear and tear, accidents, alterations, misuse, abuse, exposure to the elements, inappropriate cleaning methods/materials or unauthorized repairs.

This Limited Lifetime Warranty is exclusive and in lieu of all other obligations, liabilities or warranties. In no event shall Classic Window Coverings or its distributors be liable or responsible for incidental or consequential damages or for any other direct or indirect damage, loss, cost, expense or fee.