



## **How to Photograph & Measure a window**

### **1. Contact Details**

Name

Address

Email and Phone number

### **2. Background**

Explain the problem with your window and your objectives.

### **3. Photographs**

1 x Internal Photograph

- Stand well back showing both the window and surround.
- Fully open any curtains and blinds etc
- Ideally label the window with a unique description.

1 x External Photograph

- Photograph the window showing the whole building and any neighbouring windows. Again, stand well back
  
- No need to send lots of pictures of the same window
- No need for close-up images. (We can zoom in with the computer)

### **4. Measuring a window**

Measure in cms only.

Measure the inside frame of the window as per illustration.

**Width and Height** measurements of the inside frame are the only measurements needed.

Don't worry if the sizes are not accurate it doesn't need to be perfect.  
Aprox sizes are fine.

## How to measure a window

Width - Measure the Inside of the frame



Height - Measure the Inside of the frame



# Example

## Contact Details

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## Background

We have 1 sash window in our home which we would like to be upgraded to double glazing. The window is in my son's bedroom. The current window is single glazed cold and suffer from draught and rattles.

## Photographs of window - Inside



Luca's Bedroom  
Width - 92cm  
Height - 163cm

Photographs of window - Outside

