



# Measuring Guide

Measuring Your Windows For The Extraglaze System



# Your windows

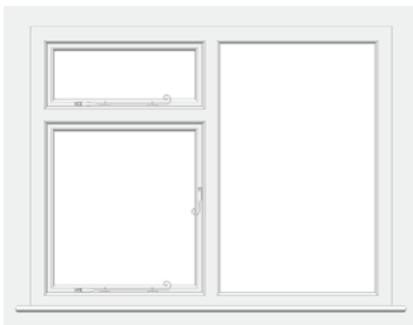
Extraglaze can usually be installed on all types of existing and historic windows.

Extraglaze is a secondary layer of glazing grade PERSPEX® fitted to the inside of your existing windows and held in place by very strong magnetic edging.

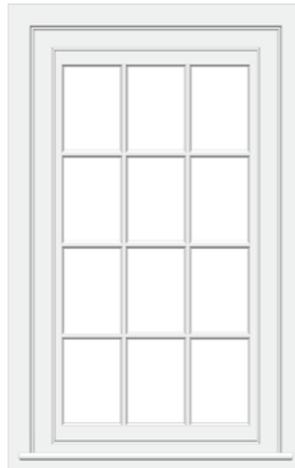
Most windows fall within one of the following categories.

If your windows are different then please do call us. We have supplied and installed secondary glazing to some incredible window shapes and designs and will always endeavour to find a solution to every requirement.

**To decide whic type of secondary glazing to choose, please see the back page.**



**Casement window**  
See Page 8



**Fixed or hinged sash style window**  
See Page 6



**Opening sash window**  
See Page 4

Decide which window style you have and then turn to the appropriate section to learn how best to measure the frame for the Extraglaze System.

If your window style is not covered here please call us to discuss the best way to measure.

## Top tips to a perfect installation



**1** These additional items are essential for a perfect and simple installation.

- A seam roller to press the magnets firmly onto the window frame
- our special wipes (or methylated spirits) and a clean microfibre cloth
- Vuplex anti-static polish and cleaner: simply the best ongoing care for your panels.

All of the above are sold as our Essentials Fitting Kit - <http://www.extraglaze.co.uk/extras-shop/product/2792-essential-fitting-items.html>

**2** Always check for thermal expansion – see page 12.

**3** If you can easily chip or scratch the paint off your windows then these surfaces must be repainted (primer is essential, followed by undercoat and top coat/s).

**4** Remove all trace of silicone sealant where the magnets will go.

**5** If your windows are stained or waxed then please call us for advice, because you might need to pre-treat surfaces where the magnets will go.

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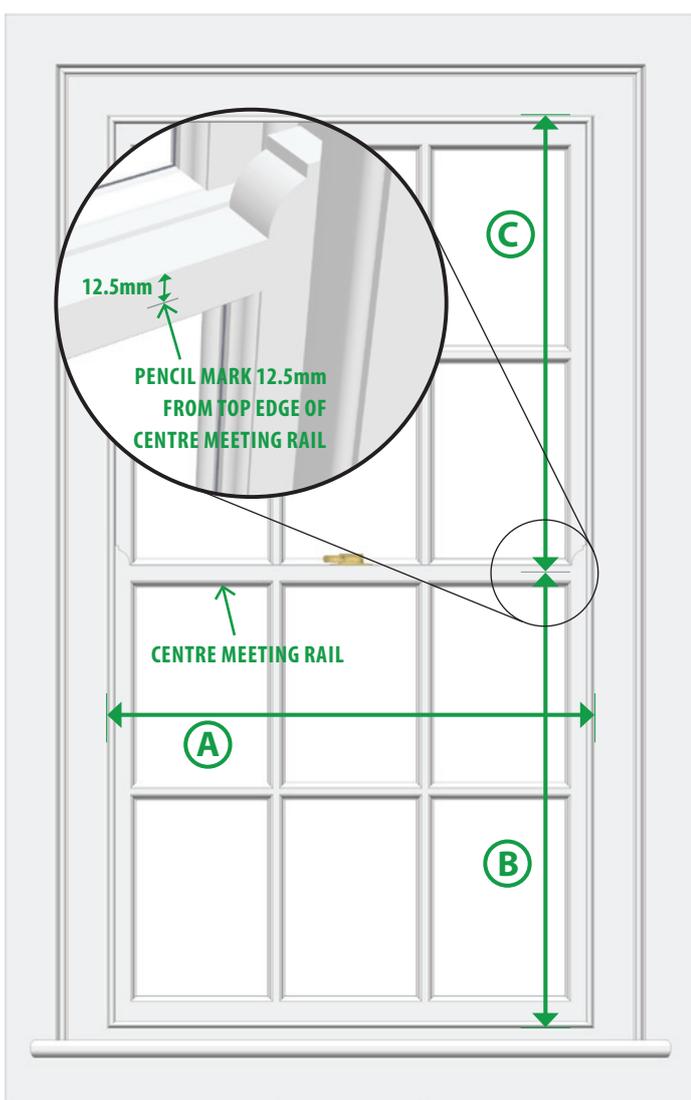


## Taking the four measurements

Start by making a light pencil mark 12.5 millimetres (mm) down from the top edge of the Centre Meeting Rail (CMR). In a moment you will take the height measurements for both panels using this mark.

Your window frames may not be absolutely square so it is good practice to check each measurement at a few places along each height and width and use the largest measurement for each dimension. Measurements should be taken from the start of the flat area of the frame, beyond the staff bead.

**NOTE:** See [page 11](#) for exceptions to this rule.



## Take the following measurements

- A** The width of the frame between flat areas
- B** From the bottom flat area to your pencil mark
- C** From top flat area to your pencil mark

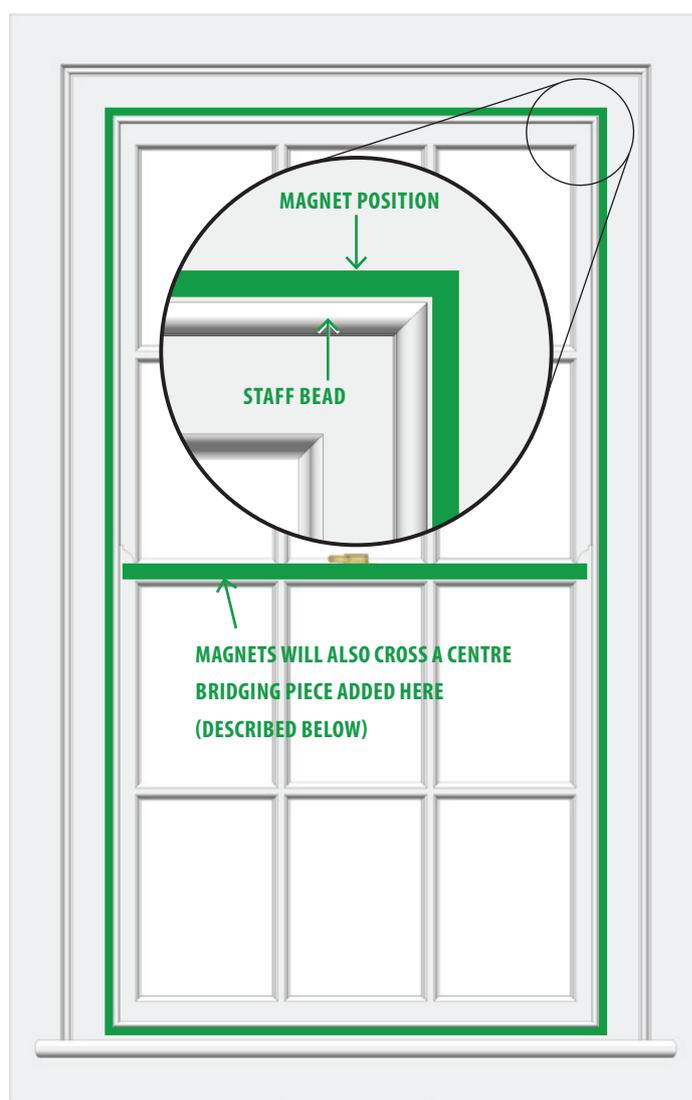
**NOTE:** These are not yet your final measurements

## Check for a flat surface around your frame

*Extraglaze panels will usually be attached to the flat part of your window frame immediately beyond the staff bead. Opening sash windows require two Extraglaze panels - one for the upper sash and one for the lower.*

In order for the panel magnets to bond to the frame strongly, you need to check two things:

1. that there is a flat surface all the way around each window. (See [page 11](#))
2. the flat surface is in good condition (good paintwork.)



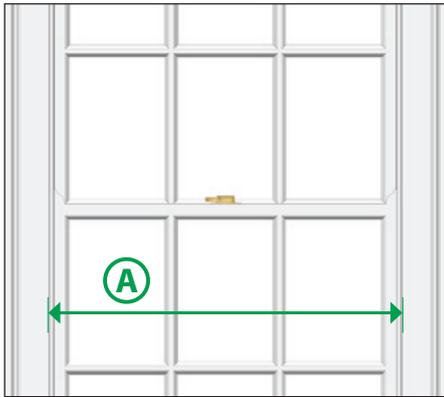
## Adding a Centre Bridging Piece (CBP)\* to the meeting rail

Before your panels are fitted a 'Centre Bridging Piece' (CBP) of wood will need to be added to the front face of the lower sash along the meeting rail in order to continue the flat surface across the middle of your window. The CBP is placed flush with the top of the existing meeting rail.

**This is covered on [page 11](#).**

### Measuring dimension **(A)**

This is the width separating the two flat areas of the window frame.



Measure from the left side flat area...



...to the right side flat area.

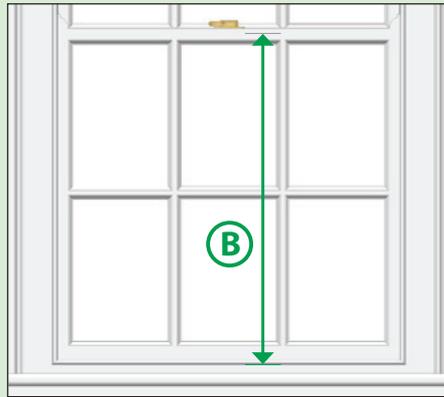


Once you have this dimension you must add a further 40mm to give you the total width required. Extraglaze sash panels have a 20mm magnet down each edge so each panel needs to be wide enough to span dimension **(A)** plus two 20mm magnets.

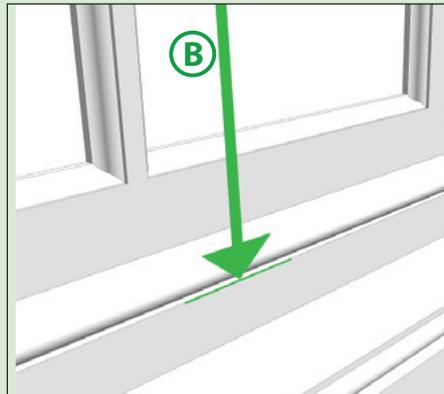
**Both panel widths =  $(A) + 40\text{mm}$**

### Measuring dimension **(B)**

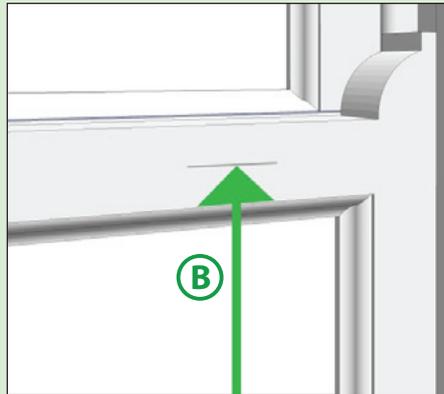
This is the height from the flat area of the bottom frame to your pencil mark.



Measure from the start of the flat area...



...up to your pencil mark.

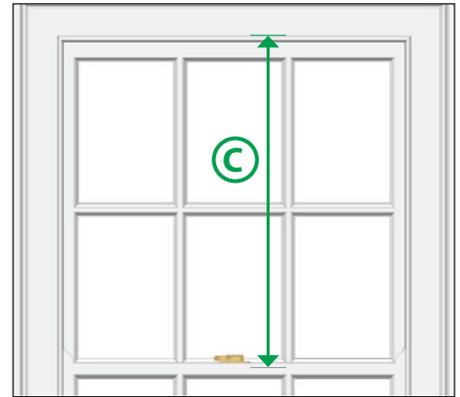


Once you have this dimension you must add a further 20mm to give you the total height. This is because Extraglaze lower sash panels have a 20mm magnet along the bottom edge. The space for the 12.5mm magnet along the top edge is already included in dimension **(B)**.

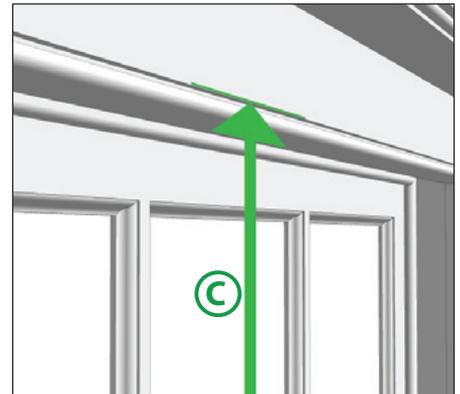
**Bottom Panel Height =  $(B) + 20\text{mm}$**

### Measuring dimension **(C)**

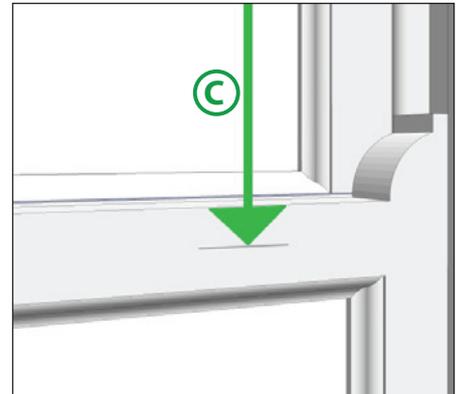
This is the height from the flat area of the top frame to your pencil mark.



Measure from the start of the flat area...



...down to your pencil mark.



Once you have this dimension you must add a further 20mm to give you the total height. This is because Extraglaze upper sash panels have a 20mm magnet along the top edge. The space for the 12.5mm magnet along the bottom edge is already included in dimension **(C)**.

**Top Panel Height =  $(C) + 20\text{mm}$**

**PLEASE NOW READ: Checking your final measurements on [page 12](#)**

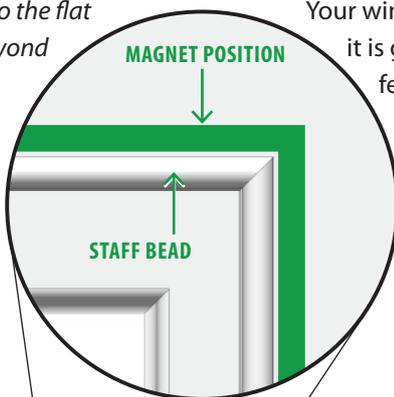


## Check for a flat surface around your frame

Extraglaze panels will usually be attached to the flat part of your window frame immediately beyond the staff bead.

In order for the panel magnets to bond to the frame strongly, you need to check two things:

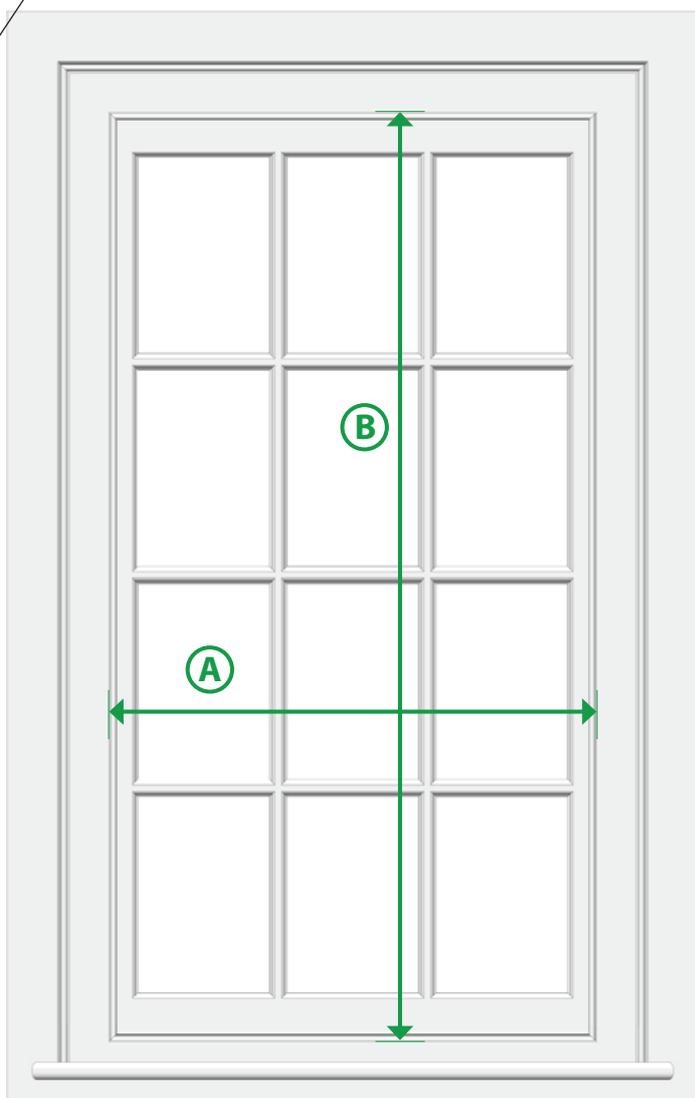
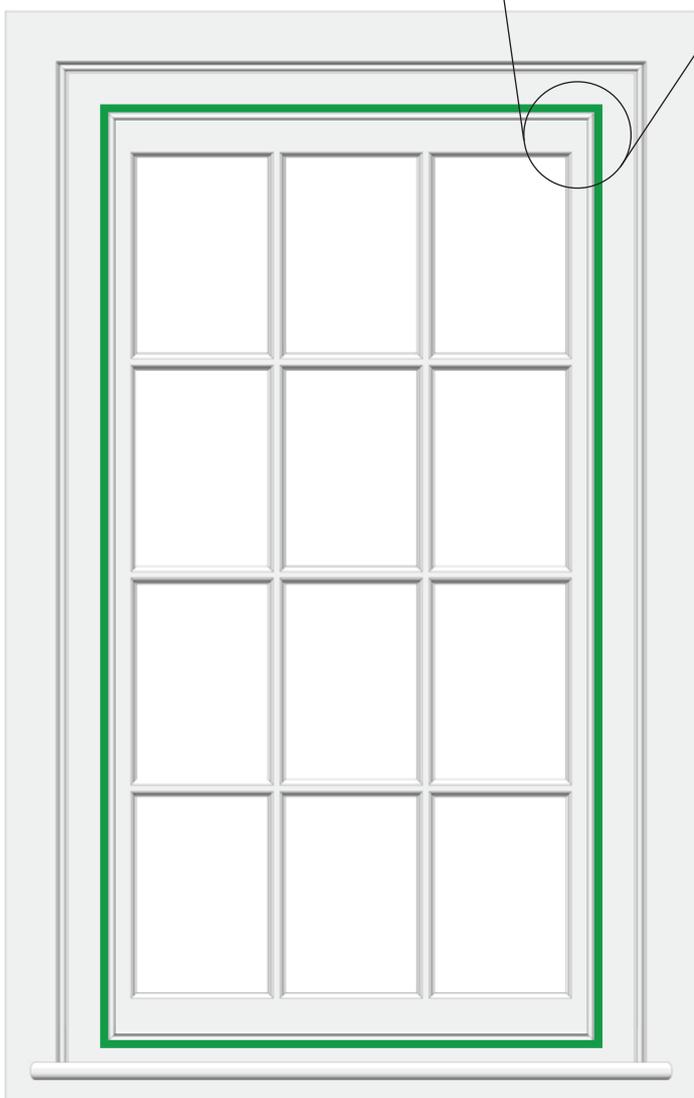
1. that there is a flat surface all the way around each window (See page 11)
2. the flat surface is in good condition (good paintwork)



## Taking the two measurements

Your window frames may not be absolutely square so it is good practice to check each measurement at a few places along each height and width and use the largest measurement for each dimension. Measurements should be taken from the start of the flat area of the frame, just beyond the staff bead.

**NOTE:** See page 11 for exceptions to this rule.



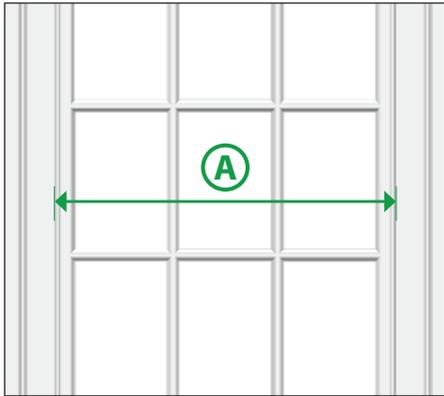
## Take the following measurements

- (A) The width of the frame between flat areas
- (B) The height of the frame between flat areas

**NOTE:** These are not yet your final measurements

### Measuring dimension **(A)**

This is the width separating the two flat areas of the window frame.



Measure from the left side flat area,

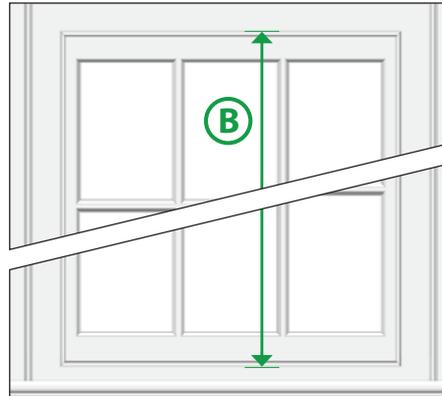


to the right side flat area.

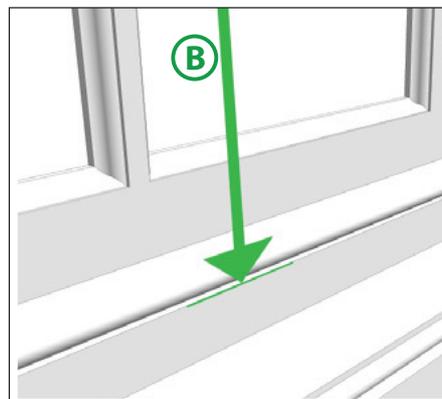


### Measuring dimension **(B)**

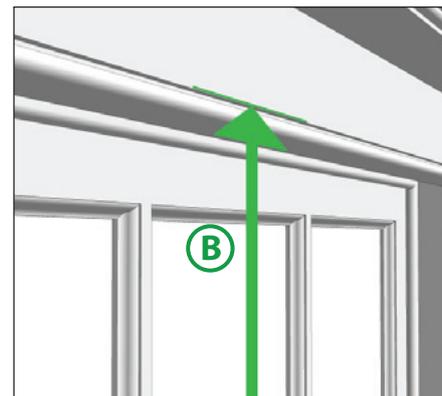
This is the height between the flat areas of the top and bottom frame.



Measure from the bottom flat area,



to the top flat area.

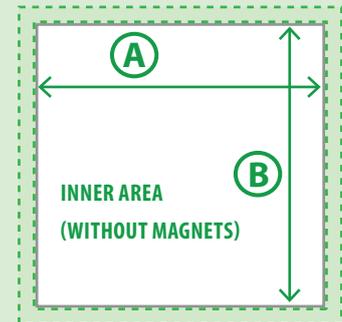


### Adding magnet widths

A calculator would be handy here! Bigger panels require 20mm wide magnets. Smaller panels only require 12.5mm wide magnets.

### Which magnets do I need?

This depends on the figure for the inner area of the panel. A big panel has an inner area over 1 square metre. (Shown white below)



$$\text{inner AREA of panel} = \text{(A)} \times \text{(B)}$$

Divide this figure by **one million** to get the inner area in square metres. \*\*

### Less than 1 square metre

If the inner area is less than 1 square metre then add the width of standard 12.5mm magnetic strips to each edge to get the actual panel dimensions:

$$\begin{aligned} \text{(A)} + 25\text{mm} &= \text{Actual panel width} \\ \text{(B)} + 25\text{mm} &= \text{Actual panel height} \end{aligned}$$

### More than 1 square metre

If the inner area is more than 1 square metre then add the width of larger 20mm magnetic strips to each edge to get the actual panel dimensions:

$$\begin{aligned} \text{(A)} + 40\text{mm} &= \text{Actual panel width} \\ \text{(B)} + 40\text{mm} &= \text{Actual panel height} \end{aligned}$$

### More than 2 square metres

Panels this size should be avoided. Please devise a way to use two or more smaller panels instead.

### \*\* A simple way to divide by one million

Just move the decimal point 6 places to the left.

#### Example:

The calculator result is **1334567** the area in square metres is **1.334567**

Moved 6 places to the left

**PLEASE NOW READ: Checking your final measurements on page 12**



## Check for a flat surface around your frame

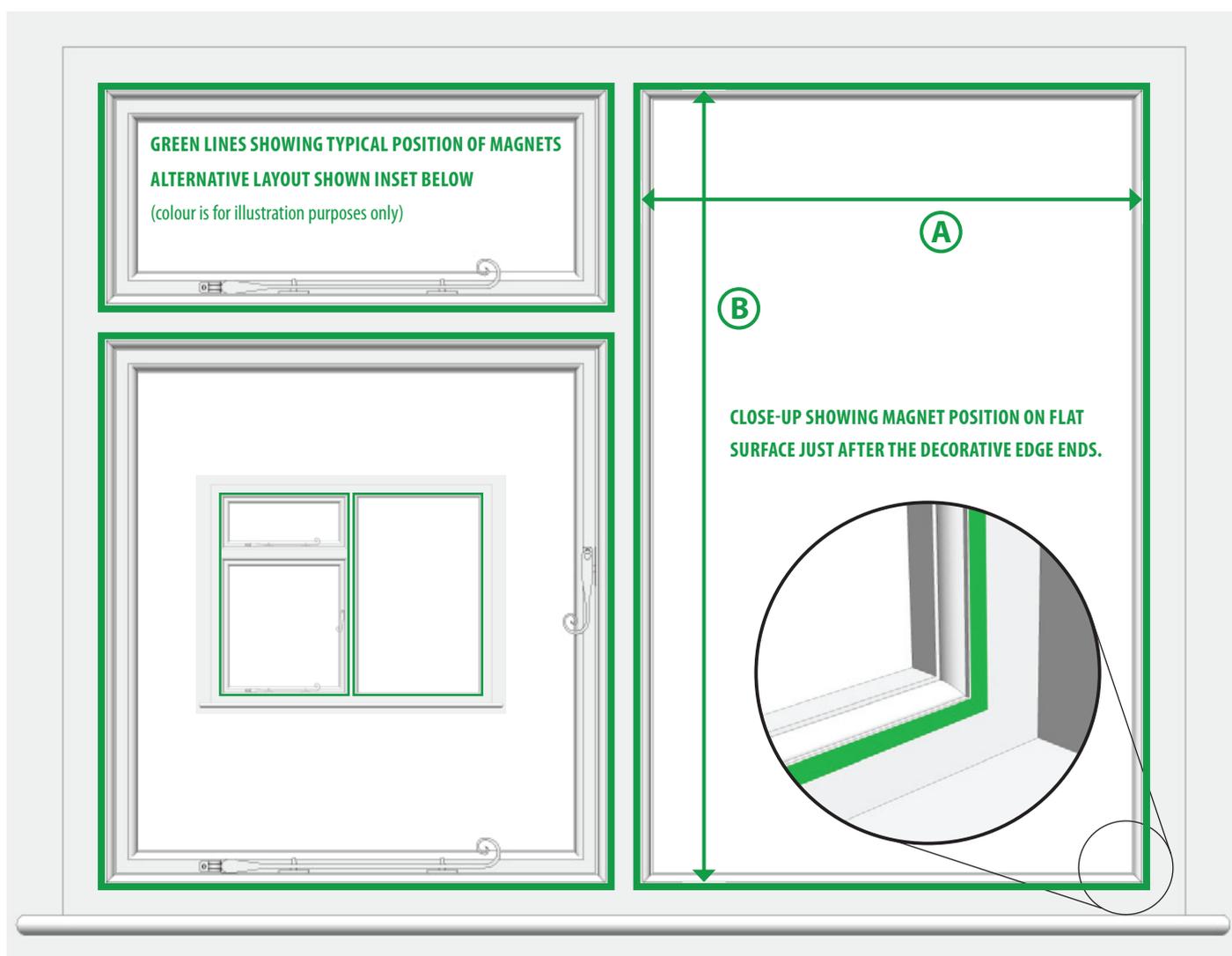
Extraglaze panels will usually be attached to the flat, fixed part of your window frame just after any moulding or decoration ends and the flat surface begins.

In order for the panel magnets to bond to the frame strongly, you need to check:

1. that there is a flat surface all the way around each area where the panel magnets fit  
(see diagram below & [page 11](#))
2. the surface is in good condition (good paintwork)

## Taking measurements

Your window frames may not be absolutely square so it is good practice to check each measurement at a few places along each height and width and use the largest measurement for each dimension. Measurements should be taken from the start of the flat area of the frame, just after any moulding or decoration ends.



## Which panel layout should you use?

You have several options, as suggested on these pages:

1. cover the entire window with one panel
2. cover it with adjacent identical panels
3. cover each glazed area separately

## Take the following measurements

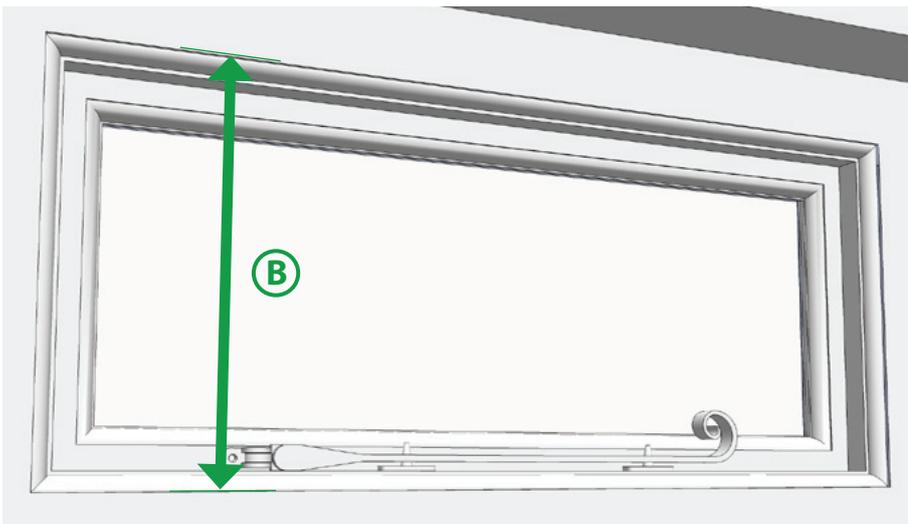
The width **A** and the height **B** of each glazed area you want to apply Extraglaze panels to.

**NOTE: These are not yet your final measurements**

Measure the width between the two flat areas of the window frame (not the opening part of the window.)



Measure the height between the two flat areas of the window frame (not the opening part of the window.)

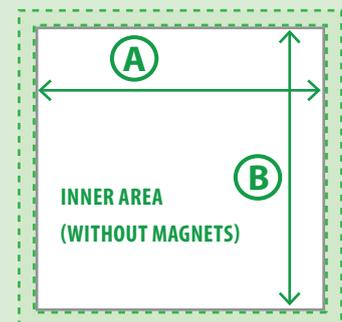


### Adding magnet widths

A calculator would be handy here! Bigger panels require 20mm wide magnets. Smaller panels only require 12.5mm wide magnets.

### Which magnets do I need?

This depends on the figure for the inner area of the panel. A big panel has an inner area over 1 square metre. (Shown white below)



inner AREA of panel =  $A \times B$

Divide this figure by **one million** to get the inner area in square metres. \*\*

### Less than 1 square metre

If the inner area is less than 1 square metre then add the width of standard 12.5mm magnetic strips to each edge to get the actual panel dimensions:

$A + 25\text{mm} = \text{Actual panel width}$   
 $B + 25\text{mm} = \text{Actual panel height}$

### More than 1 square metre

If the inner area is more than 1 square metre then add the width of larger 20mm magnetic strips to each edge to get the actual panel dimensions:

$A + 40\text{mm} = \text{Actual panel width}$   
 $B + 40\text{mm} = \text{Actual panel height}$

### More than 2 square metres

Panels this size should be avoided. Please devise a way to use two or more smaller panels instead.

### \*\* A simple way to divide by one million

Just move the decimal point 6 places to the left.

#### Example:

The calculator result is **1334567** the area in square metres is **1.334567**

Moved 6 places to the left

**PLEASE NOW READ: Checking your final measurements on page 12**

# Measuring upper hinged panel for sash windows & panel parking

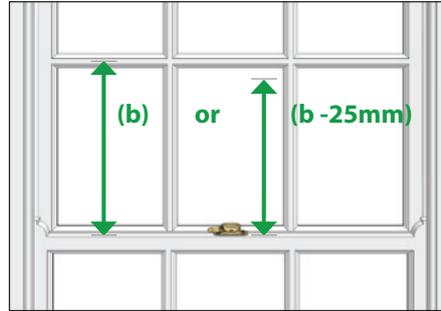
## Measuring upper hinged panel for sash windows

### Optional hinged upper panel



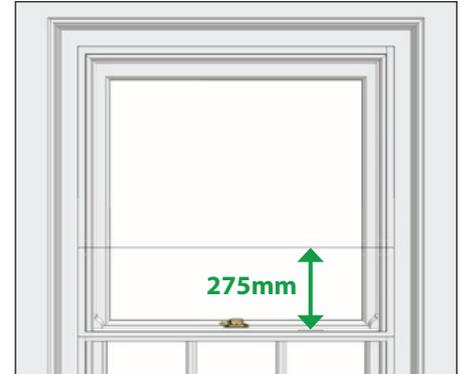
This option applies to the upper panel only and allows access to the fitch fastener so that your window can be opened while leaving the panel in place.

### Glazing bar hinge position



Where a window has a horizontal glazing bar we would position the hinge at the same height as the glazing bar **(b)**. If the glazing bar is above head height then we recommend 25mm below the glazing bar **(b - 25mm)**.

### No glazing bar hinge position

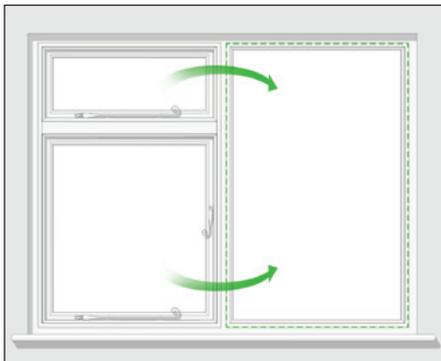


Where there is no horizontal glazing bar we will fit the hinge at 275mm from the bottom of the Panel.

## Measuring for panel parking

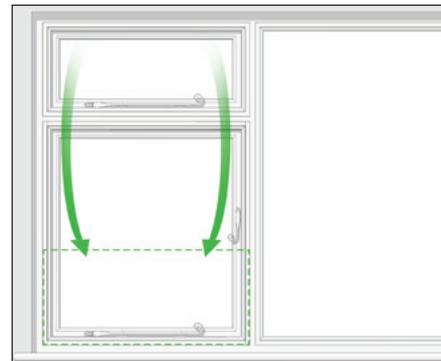
Panel parking allows access to an opening light by removing and storing the Extraglaze panel that is covering that light, onto an adjacent 'host' panel. This is achieved by attaching our thin self adhesive steel strips to the host panels front vertical edges.\*

### Side to side casement parking



This allows the panel of a casement window to be parked onto another panel to the left or right, providing both panels are the same width. Sizes required are the full height of the 'host' panel and the width of magnet used. Two steel strips of that length should be ordered.

### Upper to lower casement parking



This allows the upper panel of a casement window to be parked onto the lower panel, providing both panels are the same width. Sizes required are the full height of the lower 'host' panel and the width of magnet used. Two steel strips of that length should be ordered.

### Upper to lower sash parking



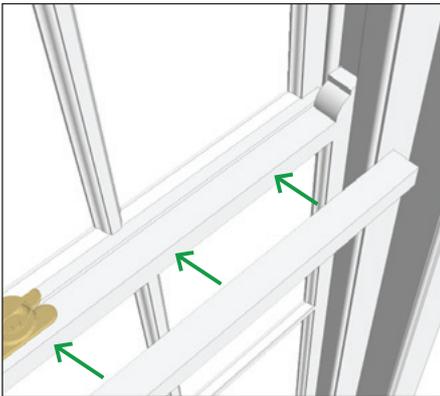
This allows the upper panel of a sash window to be parked onto the lower panel. Sizes required are the full height of the lower 'host' panel and the width of magnet used. Two steel strips of that length should be ordered.

# Additional Considerations & Exceptions

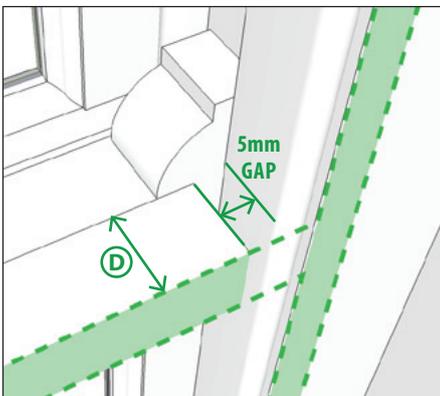
## Adding a centre bridging piece

A Centre Bridging Piece allows for a continuous flat surface for the magnets.

A 5mm gap between the ends of the Centre Bridging Piece and the vertical staff beads allows the lower sash to move up and down freely, therefore the Centre Bridging Piece is 10mm shorter than the frame it fixes to.

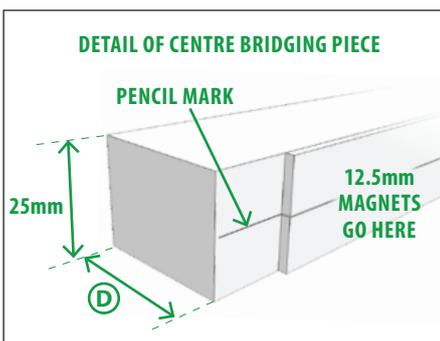


Centre Bridging Piece added



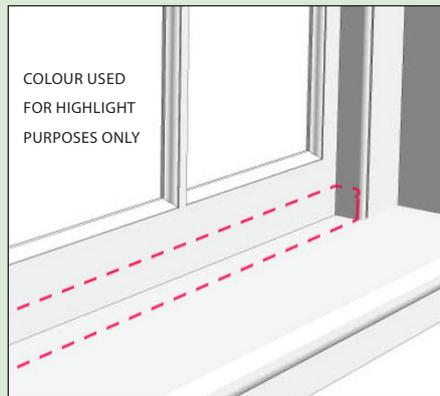
Flat surface is now continuous

For better accuracy, dimensions **B** and **C** could be taken again using a fresh pencil mark 12.5mm from the top front edge of the new Centre Bridging Piece.



## Sash without base frame

Occasionally a window may not have a base section with a flat area. Instead the lower sash tucks down behind the sill. A front facing surface will need to be added to take the bottom magnetic strip. This could be a timber piece, with or without a sash bead, or a UPVC right angled strip\* which will be hidden once the panels are in place.



Lower base frame section missing



Angle piece added to affix magnets

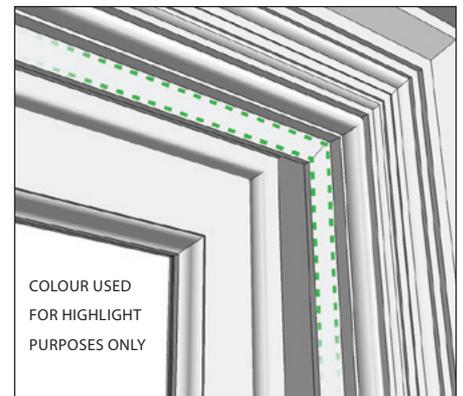
Dimension **B** can now be taken from the top of this newly added frame to your pencil mark on the meeting rail or Centre Bridging Piece. 20mm should be added to that dimension to give the actual height of the lower panel.

## Flat surface too narrow

The flat surface required for the magnets to affix is sometimes not wide enough. Where this isn't available, a solution based on 'Sash Without Base Frame' is used (see centre column). A right angled UPVC strip\* is applied around the inside of the staff bead to form a flat surface for the magnets. In this case always have angled strips installed BEFORE MEASURING.



No flat surface beyond staff bead



Angle piece added to affix magnets

Dimension **A** can now be taken between the inside edges of the left and right angled strips.

Take dimensions **B** and **C** from the edge of the angled strips to your pencil mark on the meeting rail or Centre Bridging Piece.

To finalise your panel sizes please return to your measuring guide:

(see [pages 7 or 9](#))



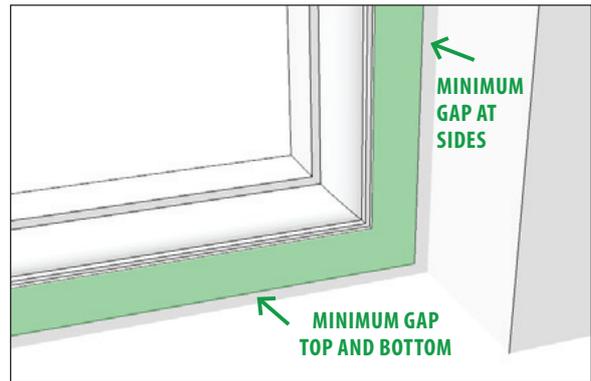
## Allowances for thermal expansion

To allow expansion of the panel on hot days, please ensure there is sufficient gap around the panel for this.

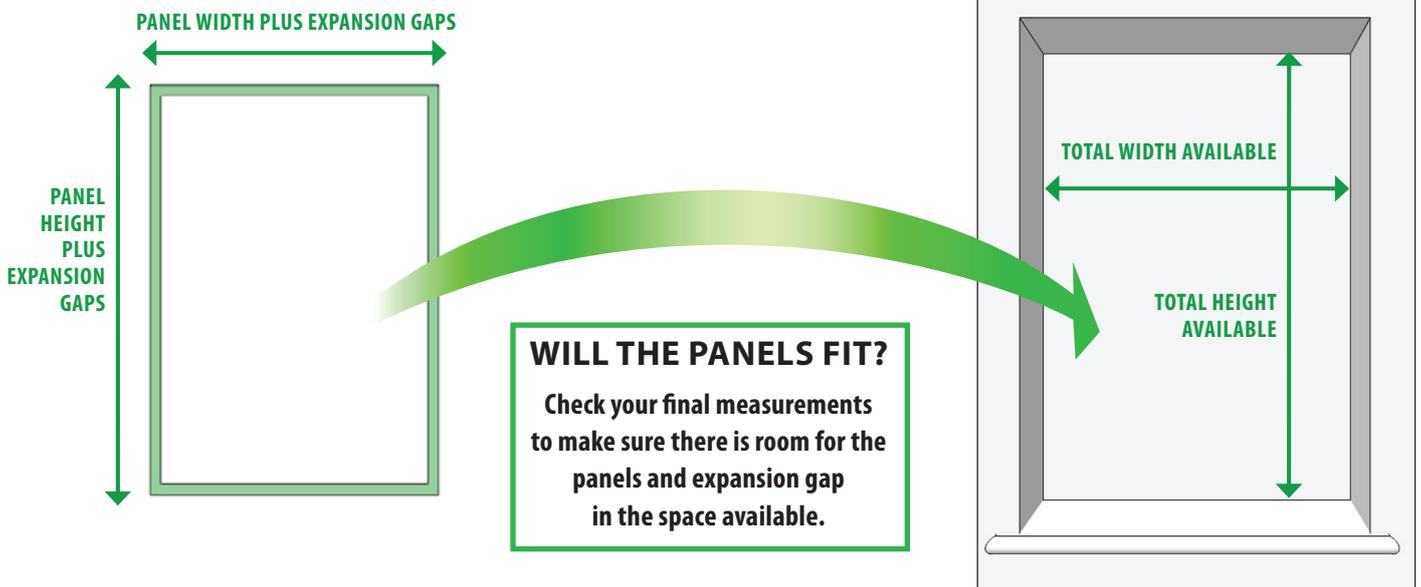
### How much gap do you need?

If either the height or width of the panel is less than 1 metre, then a 1.5mm gap is sufficient at both ends of that dimension.

If either the height or width of the panel is more than 1 metre, then a 3mm gap is required at both ends of that dimension.



## Will the panels fit the available space?



Visit our online **Accessories Shop** for other items you may need for your installation and to help care for your panels.



## VuPlex cleaner and anti-static polish

VuPlex® was designed for use within the demanding aviation industry and delivers a fast, safe, and effective solution to plastic maintenance.



## Micro fibre cloth

Micro fibre cloths are perfect for cleaning and dusting your Extraglaze panels. Please use nothing else.



## Seam Roller

Used to apply firm pressure to newly installed magnetic strips onto a window frame.



## Centre Bridging Piece (batten)

Made-to-measure to your specification then primed (white). From redwood or whitewood, planed on all sides. Easily cut down further to length with a hand saw.



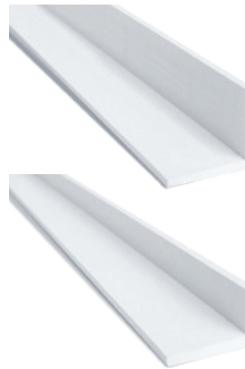
## Stainless Steel Screws

If you are screwing a bridging piece or batten onto an oak frame you must use screws made from stainless steel or brass.



## Essential Fitting Kit

Includes the seam roller, a microfibre cloth, 235ml of VuPlex Anti-Static Cleaner with your first 3M™ surface cleaning wipes free.



## Right angled uPVC channel

uPVC plastic channel, 3mm thick, ideal for rapid framing where...

- most of the surfaces needed for magnets are covered up by plasterwork
- you need to create a new rebate (e.g. recessed and between the staff beads, typical if your window has wooden internal shutters)

**N.B.** Colour matching is available for these items.



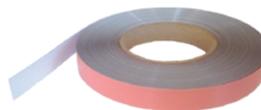
## Suction Cup

Used to lift out and put back difficult or large panels.



## Extra high bond adhesive tape

The ideal tape for sticking our uPVC angle to window frames (painted or unpainted surfaces). 1mm thick. Although this is a very flexible adhesive it makes a rock solid bond.



## Panel Parking Strip

This allows an adjacent panel of the same width to be safely 'parked' on top, giving you unobstructed access to the window for opening.



## Adhesive Backed Magnetic Strip

The same super strong magnets we use on our manufactured panels supplied in matching pairs.

# Colour matching

## We uniquely offer a colour matching service

This means your panel edges and the frame side magnets can be coloured or wood textured to match your existing windows. Below is our standard palette but, for a small premium, we will paint the panel edges and magnets in any colour you choose.

**Elm**



**Antique pine**



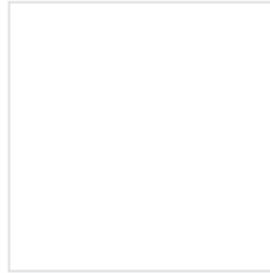
**Oak - honey**



**Oak - antique**



**Gloss white**



**White wood texture**



**Cream**



**Uncoated - dark brown**



**Mahogany**



**Dark wood stain**



## Need advice? Contact us

### Free advice

Our advice is free and we will always be happy to help you measure. You could send us some photos of your windows via email along with notes on any difficulties you have come across. We aim to respond within hours. If you have a smart phone or iPad then we will even look at your windows via a live video conversation to discuss what we can do to help.\*\*\*

For free advice call: **01743 247 242**

### Need an installer?

Extraglaze can install for you! Please enquire, or get an estimate from our web site. In some cases we will not be local enough to be economical. If you know a local tradesperson, and can vouch for their reputation, please ask them to contact us. We will provide reliable support, and consequently help re-price your installation to save you a considerable amount of money.

\*\*\*Any measurements taken during this process must be double checked by the customer. Extraglaze will only take responsibility for the accuracy of measurements taken during a physical visit.



## Order online or simply get a quote

Our preferred method for you to place an order is via our website:

**[www.extraglaze.co.uk](http://www.extraglaze.co.uk)**

Click on the "Quote & Order" button just below the logo at the top of the page.

As well as our premium solution, Extraglaze, we now have a budget option, Saverglaze. See the back page for a full description of each options features.

The website also has plenty of useful information and videos of how our system is applied.



## Email your order or enquiry

Use our measuring sheets to get all your panel sizes worked out then send them through to us for a quick quote. We will calculate a price for you and reply within a few days. **e:** [enquiries@extraglaze.co.uk](mailto:enquiries@extraglaze.co.uk)



## By phone

Make use of our measuring sheets to firstly gather all the information you need, then call us to discuss your quote:

**0845 467 1812** or **01743 247 242**

### Using the measuring sheets

To help with the measuring and ordering process, we have included step-by-step measuring sheets for you to print out within this document. It would be a great help if you could use these before you call or email us for a quote or make an order.

This is an example of how one might be filled in:

Window/room name : <i>Main kitchen Window</i>				USE THESE TO MAKE YOUR ORDER			CENTRE BRIDGING PIECE <small>(Standard height is 25mm or add custom)</small>			PARKING STRIP	
Panel name	Width A	Height B	Area (sqm)	Panel width	Panel height	Edge colour	Length	Height	Depth D	Length	Ordered?
<i>Top sash</i>	<i>455</i>	<i>236</i>	<i>0.1 M<sup>2</sup></i>	<i>480</i>	<i>261</i>	<i>White sat</i>		<i>25mm</i>			<i>Yes</i>
<i>Lower sash</i>	<i>455</i>	<i>720</i>	<i>0.32 M<sup>2</sup></i>	<i>480</i>	<i>745</i>	<i>White sat</i>	<i>400</i>	<i>27</i>	<i>28</i>	<i>1400</i>	<i>Yes</i>
								<i>25mm</i>			
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#### CHECKLIST - HAVE YOU ORDERED?

Centre Bridging Pieces  VuPlex anti-static cleaner  Micro fibre cloths  Parking strips  Other items - see page 13

# Measuring sheets

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or



## Choosing your magnetic secondary glazing

Our premium product, Extraglaze, uses the highest quality components and includes all our innovative and unique features.

Saverglaze has fewer features and is intended for use where budget takes priority over aesthetic and maintenance requirements.

Both are manufactured to our highest standards and to your exact sizes. Our experience and knowledge in manufacturing magnetic secondary glazing will ensure your panels fit first time and last for many years.

On our website use our "instant Quote" feature. After you click the "Calculate" button you will see two prices, one for Extraglaze and another for Saverglaze.

Please review the list of features below to compare our secondary glazing solutions and that of other suppliers.

System features			Other makes
Fully assembled panels: just unpack & fit			?
Superior packaging for safe delivery every time			×
All panels labelled for identification			×
Panel edge colours match your windows			×
Scientifically proven in independent tests			×
Frame magnets also match your windows		×	×
Maintenance free magnets		×	×
Genuine <b>PERSPEX®</b>		×	×
Extra high bond adhesive		×	×
Fitted by us option		×	×

**Get an instant quote or order online at: [extraglaze.co.uk](http://extraglaze.co.uk)  
or call us for free advice on: 01743 247 242**

**Extraglaze Limited** 3 Castle Business Park, Castle Foregate, Shrewsbury SY1 2EG