



Polycore® Blinds & Lexwood® Blinds

We Manufacture the World's Finest Blinds



By Sunland® shutters
Product Manual 2011

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Blinds Overview

Common Features

Our Lexwood® 100% Basswood wood blinds and our Polycore® Faux Wood blinds have been engineered with a core set of features in common. This allows you to mix and match between wood blinds and faux wood blinds to best fit the end users needs.



Sizes Available

All of our Lexwood® and Polycore® Blinds are custom sized to the exact specifications ordered. We offer blinds from 21" to 72" wide and from 12" to 96" long in Polycore®. We offer blinds from 8" wide to 12" wide and from 18" wide to 72" wide in Lexwood® (8" to 12" will have center tilt only).

Valance

Lexwood® and Polycore® Blinds come with a decorative 2 1/2" Crown Valance and hidden valance clips. A 3 1/2" decorative wood Crown Valance is available for \$1.50 per liner foot (rounded up to the next whole foot) and will fit Lexwood® and Polycore® blinds.

Outside mount blinds come standard with 2 3/4" returns. Inside mount blinds come with either a straight cut valance or an outside mount valance with 1/2" returns. Returns are not attached. Custom valances up to 96" are available. Any valance over 72" wide will be spliced.

Custom valances are \$1.50 per liner foot (rounded up to the next whole foot). Inside mount wood blinds without returns will use a magnet mounting system. All others will use a clip mounting system.

Bottom Rail

Lexwood® and Polycore® Blinds come with a trapezoid bottom rail for tighter closure.

Components

Lexwood® and Polycore® Blinds feature color coordinated components.

Controls

We offer cord tilt only and all controls are split controls. Lift is on the right and tilt is on the left.

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Mounting Hardware

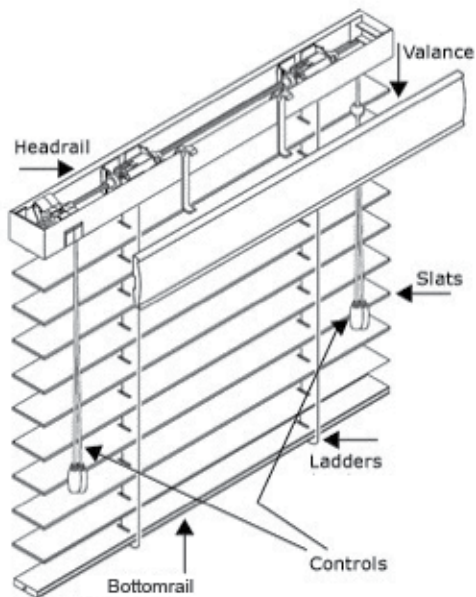
All mounting hardware brackets and screws are included. Mounting brackets are standard hinged, open boxes.

CPSC Compliant

All of our Lexwood® and Polycore® Blinds are fully compliant with the Consumer Products Safety Council standards for window covering safety.

Production Time

All blinds are available for will call or shipment 3-5 days from date of deposit.



Headrail

We feature a low profile 2" steel headrail for maximum strength.




WARNING

These individual tassel cords reduce the strangulation hazard in the pull cord by removing the loop.

Do not tie the cords together. Check cords periodically to make sure the cords have not twisted into a loop. This device will not prevent strangulation hazard if young children wrap pull cords around their necks. Always keep cords out of the reach of young children.

ANSI/WCMA 5.2.1

WARNING



Young children can strangle in the loop of pull cords, chain and bead cords, and cords that run through window coverings. They can also wrap cords around their necks. To avoid strangulation and entanglement, keep cords out of the reach of young children. Also,

1. install safety devices that remove the cord loop or reduce access to cords, and
2. move cots and furniture away from window covering cords.

ANSI/WCMA 5.1.2



WARNING

Young children can become entangled and strangle in cord or bead loops. Use safety devices to reduce access or eliminate loops.

ANSI/WCMA 5.1.1

Spacers & Hold Down Brackets

Spacers are available for \$0.25 per pair. Hold downs are available at no charge. Place your order in the special instructions section of the order form.

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General Blinds Specifications Chart

Item	Specification
Headrail Size	2"
Minimum Width (see Sizes Available on pg.1)	21"
Maximum Width (see Sizes Available on pg.1)	72"
Minimum Length (see Sizes Available on pg.1)	12"
Maximum Length (see Sizes Available on pg.1)	96"
Minimum Mounting Space Required	1 3/4"
Flush Mounting Space Required w/Valance	3 1/2"
Outside Mount Flat Space Required Overlap	2 1/4"
Outside Valance Returns	2 3/4"
Split Controls Only. All controls are lift cord on the right and tilt cord on the left	Cord Tilt Only

Ladder Chart

Width	Wood # of Ladders	Faux # of Ladders
24	2	2
27	2	3
30	2	3
33	3	4
36	3	4
39	3	4
42	3	4
45	3	4
48	4	5
51	4	5
54	4	5
57	4	5
60	4	6
63	4	6
66	4	6
69	5	6
72	5	7

Allowances and Deductions

Factory Allowances and Deductions	From Ordered Size
Inside Mount	1/4" deduction from each side from ordered width. No deduction from height.
Outside Mount	Headrail, Slats are ordered size
Valance, Inside Mount Without Returns	Less 1/8"
Valance, Inside Mount With Returns	+ 1" added to headrail size
Valance, Outside Mount With Returns	+ 5/8" added to headrail size

Approximate Stacking Chart

Height	Stack
24"	6
48"	8
60"	9
72"	10
84"	11
96"	12
120"	13

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Lexwood® Blinds Features

Wood blinds bring a unique look to any room in the home. They can be a part of any décor from traditional to modern. Crafted from 100% kiln dried premium Basswood and available in colors to coordinate with our Lexwood® shutters, Lexwood® Blinds are a classic and distinctive window treatment. All of our Lexwood® Blinds have been engineered to provide light control, privacy and energy efficiency. Wood blinds provide an inexpensive alternate to shutters.

100% Kiln Dried Premium Basswood

Basswood is the first choice for wood blinds. Basswood is a very fine grained, neutral colored hardwood that is ideal for making wood blinds. It takes stain and paint very well and is very light weight. Basswood is sustainable, renewable and widely farmed and is an ecologically sound choice as cutting old growth forests is not required.

Wood is a natural product. While we strive to produce wood blinds that are as uniform as possible, it is impossible to ensure that every piece of wood will be identical. The grain and characteristics of wood varies from piece to piece and even from section to section within a single piece. Part of the beauty of using wood is the natural variation of the wood.

Color Coordinated with Lexwood® Shutters

Lexwood® Blinds are color coordinated to closely match our most popular Lexwood® shutters colors.

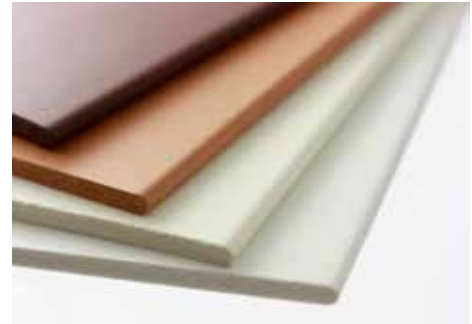
- WH101 in blinds is a close match for WH101 in shutters.
- WH109 in blinds is a close match for WH109 in shutters.
- ST401 in blinds is a close match for ST401 in shutters.
- ST404 in blinds is a close match for ST404 in shutters.



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Polycore® Blinds Features

Polycore® Faux Wood Blinds are a beautiful alternative to standard wood blinds. They are available in colors to coordinate with our Polycore® and Lexwood® shutters and can be used in areas that wood blinds shouldn't be used such as bathrooms, over kitchen sinks, kid's playrooms and other humid or hot environments. They are also perfect for garages, attics and outbuildings. Made from 100% PVC, our Polycore® Faux Wood Blinds have the look of wood combined with the durability, ease of maintenance and washability of PVC. Faux Wood blinds provide an inexpensive alternate to wood blinds.



Available Colors

Polycore® Faux Blinds are available in the following colors: WH901, WH902, ST901, ST902



Polycore® and Lexwood® Blinds Manual

How to Measure

Introduction

These instructions are designed to help you accurately measure for Lexwood® wood blinds and Polycore® Faux wood blinds. Blinds can be installed one of two ways: inside the window frame, which is called inside mount and outside the window frame on the wall, which is termed outside mount.

Basic Measuring Guidelines

A steel tape measure must be used for accuracy. Preferably use a wide steel tape measure for greater precision. For widths longer than an arm span, someone should assist in holding the tape measure.

Every measurement should be recorded as it is taken. Two measurements should never be taken and then written down because it is hard to remember which was which.

The width should always be recorded first, then the length. This is standard throughout the window covering industry.

Measurements must be recorded in inches, never feet and recorded to the nearest 1/8".

Inside Mount Window Measuring

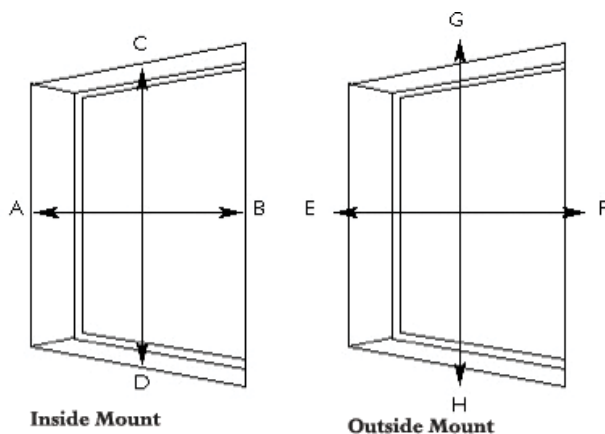
The exact window opening measurements should be given for all shutters to be mounted inside the window casing. Measure the width (left to right) at the top, middle and bottom. Give us the smallest measurement. Measure the height (up to down) at the left, center and right. Give us the smallest measurement. Measure the window depth (the distance from the front of the window casing to the front of the window glass or window frame). You must have 1 3/4" of depth to be able to use an inside mount.

Advantages of Inside Mounts

The blind does not take up wall space and the blind does not project into the room, making it easy to use fabric treatments on the top, if desired. The window frame is exposed. This is usually preferred when the frame itself is an architectural feature.

Disadvantages of Inside Mounts

A reduction in the width and/or height is taken at the factory to allow for proper operating clearance for the blind. Most windows are not perfectly square. This fact, together with the standard factory operating clearance deductions, will result in some light gaps between the sides of the blind and the window casing.



Outside Mount Window Measuring

The exact size needed for the blind should be given for all blinds to be mounted outside the window casing. We do not add or subtract anything for outside mount blinds. This is the equivalent of ordering a NFW shutter.

Advantages of Outside Mounts

The blind may be extended higher or wider than the window opening. All outside mount blinds are made to the exact size ordered. This allows you to eliminate light being visible between the side of the blind and the window frame. There are fewer measuring and installation complications with an outside mount, and the problem of fitting the blind into an uneven or "out-of-square" window is eliminated.

Disadvantages of Outside Mounts

It may be more difficult to layer soft window treatments over outside mount blinds due to the blind's projection into the room. However, with rod extensions on the soft treatment, this is rarely a prohibitive factor. An outside mount blind is larger than an inside mount blind; in some cases this can make an outside mount blind slightly more expensive.

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How to Install Wood and Faux Wood Blinds

Introduction

Thank you for purchasing one of our blinds! This blind has been custom fabricated to your specifications and is one of the finest window treatments available. With careful installation and periodic cleaning your blind will give you many years of trouble free service.



Before you begin the installation of your blinds, please take a few moments to read these instructions.

Unwrap the blind, but leave all cords tied.



Each blind will include two hinged brackets (left and right), center support brackets (if needed) and the correct number of screws to install the brackets.

Tools Needed

In most cases the screws provided will be the only fasteners needed. However installation into non solid materials such as drywall or plaster will require the use of wall anchors (not included) and installation into concrete, brick or tile will require the use of a carbide drill bit and the appropriate screws, anchors and plugs (not included).

Basic tools are needed to perform your installation. You will need:

- Steel measuring tape
- Carpenter's level
- Power or hand drill and bits
- Screwdriver, flat-blade and/or Phillips
- Pencil

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Your blind was made as either an outside mount (mounts outside the window casing on the molding or wall) or an inside mount (mounts inside the window casing). Follow the appropriate instructions below.

Outside Mount

Make sure the blind can raise and lower without obstructions like molding or window handles. If necessary, use spacer blocks (not included) to clear the obstructions.

For an outside mount hold the blind level and centered against the wall or molding. Mark the wall or molding with a pencil just below the headrail on each end. Mark the wall or molding $1/8"$ beyond each end of the headrail. The outside edge of the right and left brackets will be placed on these marks. It is very important to keep the headrail level regardless of whether the window is level or not. The installation brackets must be level and aligned at the same height to ensure level mounting of the headrail.



- Open the bracket swivel cover. With the bracket face open and facing forward, hold the bracket against the mounting surface and align it with the pencil marks.
- Using a pencil, mark the location of the two diagonal holes for the mounting screws. Drill pilot holes for the screws. If center support brackets are used, place them evenly and levelly along the width of the opening and mark the screw holes.



- Using the provided screws or other appropriate fasteners, install all brackets tightly.
- If no center support brackets are used, simply slip the headrail into the end brackets and snap the locking covers shut. The headrail is held securely in place by the locking cover of the end brackets.



- If center support brackets are used, tip the head-rail into the center support brackets while placing the rail into the end brackets.

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For a Wood blind the valance that came with your blind is installed by slipping the included small plastic brackets over the lip of the top of the headrail. If ordered, the valance returns can be installed by attaching the small included L brackets to the returns and then to the valance using the small screws provided.



For a Faux Wood blind the valance that came with your blind is installed by slipping the valance clips into the groove on the back of the valance. Be sure to hold the valance near the headrail so as to make sure that the valance clips do not interfere with the blind mechanism. Attach the valance to the blind by slipping the valance clips over the lip of the headrail. If ordered, the valance returns can be installed by using the small L shaped bracket and slipping it first into the channel on the back of the return and then sliding it into the channel on the back of the valance.

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Inside Mount

For an inside mount hold the blind level and centered in the window casing. Make sure the blind is centered and level. Make sure the blind is clear of obstructions. Make pencil marks below the headrail on each end. The right and left installation brackets will be placed on these marks. Remember to keep the headrail level even if your window is not.



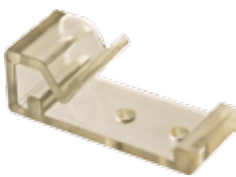
- Open the bracket swivel cover. With the bracket face open and facing forward, hold the bracket against the mounting surface and align it with the pencil marks.
- Using a pencil, mark the location of the two diagonal holes for the mounting screws. Drill pilot holes for the screws. If center support brackets are used, place them evenly and levelly along the width of the opening and mark the screw holes.
- Using the provided screws or other appropriate fasteners, install all brackets tightly.



- If no center support brackets are used, simply slip the headrail into the end brackets and snap the locking covers shut. The headrail is held securely in place by the locking cover of the end brackets.



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How to Maintain Wood Blinds

To keep your Sunland[®] wood and faux wood blinds looking their best, occasional cleaning is recommended.

Cleaning Wood Blinds

Your blind can be cleaned in place or you can take it down. By tilting the slats down, but not quite closed, you'll be able to clean most of the top surface of each slat.

Your blind can be cleaned by wiping it with a soft cloth, feather duster, dusting mitt or by using the brush attachment on your vacuum cleaner.

Do not use water, solvents or any type of abrasive to clean the blind. This will cause damage to the blind, which is not covered under your warranty.

In a very dusty environment, a non-wax furniture polish can be used to clean the blind.

Cleaning Faux Wood Blinds

Your blind can be cleaned in place or you can take it down. By tilting the slats down, but not quite closed, you'll be able to clean most of the top surface of each slat.

Your blind can be cleaned by wiping it with a soft cloth, feather duster, dusting mitt or by using the brush attachment on your vacuum cleaner. You may use a soft, lightly dampened cloth to clean your blind.

Do not use solvents or any type of abrasive to clean the blind. This will cause damage to the blind, which is not covered under your warranty.

How to Replace A Cord Tilt on a 2" Blind

Remove the blind from the brackets in the window and place on a table. If present, remove the end-cap that is on the opposite end of the tilt mechanism.

Slide the metal horizontal rod over to clear the cord tilter mechanism, but do not slid out of the ladder drums or any other components.

Remove the tassels from the ends of the cords, unsnap tilter from head rail and remove.

Thread the cord tilter strings through the hole in the head rail; snap the new cord tilter into position.

Slide the metal rod into the cord tilter.

Attach the tassels to both ends.

Test tilter operation by grasping the tassels, one in each hand, maintain pressure on both cords and pull one cord to tilt the louvers open or closed.

Re-install blind.

Sunland® Shutters Polycore® Blind Limited Warranty

Sunland® Shutters warrants that our Polycore® blinds will be free from defects in materials or workmanship for a period of one year from the date of initial installation. This warranty applies only to end user customers. This warranty is expressly conditioned upon the Sunland Polycore® blind being properly installed without modification and containing original materials and components. Any resale or transfer of the product or any original parts and/or materials voids this warranty. This Limited Warranty applies only in respect to Sunland Polycore® blinds used strictly for the purpose for which they were intended. Warranty is not applicable to commercial application, i.e. hospitals, hotels, retirement homes, any other public arenas.

This warranty is exclusive and in lieu of all other obligations, liabilities, or warranties. In no event shall Sunland® Shutters be liable for incidental or consequential damages, or for any expense associated with such damages. Purchaser's sole remedy against under this warranty is the repair or remanufacture of the defective product by Sunland® Shutters. Repairs will be made only with like or similar parts. This warranty does not include any payment for shipping charges nor for any labor costs, including but not limited to the cost of measuring and installation. Improper, inappropriate, or unauthorized replacement parts, repairs or maintenance void this warranty. This warranty excludes all liability for removal of the blind and reinstallation in the same or another window, or damage to the window frame, glass or other portion of the window. All other warranties, both express and implied, are expressly disclaimed. This warranty excludes all liability for consequential or incidental damages for any cause whatsoever.

Sunland Polycore® blinds are made for indoor use only. The product is not designed for outdoor use. Any misuse or misapplication of any Sunland® Shutters product, including any use of the Sunland® Shutters product for outdoor use voids this warranty and Sunland® Shutters will be released from any obligations under this warranty. The Warranty does not include any conditions or damages resulting from accidents, alterations, misuse, extraordinary use, misapplication, improper handling, improper installation, improper repairs, operation or cleaning, loss of color intensity, exposure to salt air, damage from insects, or the yellowing and cracking of plastic parts with the passing time. This warranty does not cover variation in color, grain, or texture in natural wood products nor excessive warping of wood slats in high humidity areas or moisture prone applications.

You must notify Sunland® Shutters, if your order contains any discrepancies, non-conforming products, or any damage, immediately upon receipt of your shipment and before the blinds are installed or any alterations are attempted. Sunland® Shutters will then provide you with further instructions.

The following incidents are excluded from coverage under this Limited Warranty.

- a. Any damage caused by exposure to air pollutants and normal atmosphere conditions that may cause all PVC surfaces to gradually suffer an accumulation of surface dirt or stains. These are normal occurrences and are not covered under Sunland's Limited Warranty.
- b. Any defect, malfunction, or failure to perform which has occurred due to abuse, improper application or failure to properly maintain the product by end user or his/her/its agents or contractors.
- c. Any damage to the blinds caused by settlement or structural defects of the building in which they are installed.
- d. Any damage caused by wind, hail, lightening, water damage, severe heat or sun or other acts of nature, act of God, intentional acts, accidents, exposure to harmful chemicals or pollutants.
- e. Damage caused by improper installing or handling.
- f. Any blind which has been repaired or altered without proper authorization from Sunland® Shutters.
- g. Sunland® Shutters will not be responsible for delivery charges or packing costs.
- h. Polycore® blinds are made from PVC material and may warp or shrink if the product is not handled properly during transport or storage (i.e. transported in a locked trunk or stored in tool sheds without temperature control). Warping and shrinkage (and any product damage) resulting from improper transportation or handling will void the product warranty.
- i. Warpage and shrinkage may also occur if the product is installed in an application that will result in prolonged heat exposure over 150 degrees Fahrenheit (sunlight reflecting off swimming pools or glass will magnify the heat intensity and result in temperatures exceeding 150°F). Applications where the product will be subject to prolonged heat exposure over 150°F are considered as inappropriate/application error and will void Sunland's limited warranty.
- j. Maintenance & Cleaning Instructions: Vinyl materials are closer to "maintenance free" than any other building material currently available. However vinyl surfaces may become dirty. Normal maintenance requires washing with mild soap and water using a soft cloth. For difficult to remove dirt and stains readily available citrus based orange cleaners can be used. Chlorine-based cleaners or other cleaners containing organic solvents could affect the surface appearance and long-term durability of the product. At no time should an abrasive be used to clean the blinds.

Sunland's Polycore® blinds are manufactured to industry standards. Minor imperfections not noticeable from a distance of 3 feet ordinary lighting conditions in normal installations are not considered defects. Sunland® Shutters reserve the right to inspect the products prior to repair or remake. Non-defective or altered products will be returned freight collect without credit issued or repair made. Sunland® Shutters will not be responsible for any unauthorized repair charges from another party. Repair or remake of any defective product will be done only to the original size and specification. Sunland® reserves the right to discontinue or change any Sunland Polycore® blinds as currently manufactured. If Sunland® determines to make a replacement under the terms of this Limited Warranty and an exact replacement part is not available, Sunland reserves the right to substitute a part or parts of equal quality at its sole option.

This warranty does imply automatic replacement of any product. Sunland® Shutters reserves the right to repair or replace any product at our own discretion. Sunland® Shutters reserves the right to make changes and improvements in our products that may differ from products previously manufactured.

The state law in which blinds were purchased may vary from state to state which governs all other rights. Some states do not allow the exclusion or limitation of implied warranties, or incidental or consequential damages, so the above limitation may not apply to you.

Disclaimer: Sunland® Shutters reserves all rights on updating or modification of any contents within this documentation without prior notification.

Sunland® Shutters Lexwood® Blind Limited Warranty



Sunland® Shutters warrants that our Lexwood® blinds will be free from defects in materials or workmanship for a period of one year from the date of initial installation. This warranty applies only to end user customers. This warranty is expressly conditioned upon the Sunland Lexwood® blind being properly installed without modification and containing original materials and components. Any resale or transfer of the product or any original parts and/or materials voids this warranty. This Limited Warranty applies only in respect to Sunland Lexwood® blinds used strictly for the purpose for which they were intended. Warranty is not applicable to commercial application, i.e. hospitals, hotels, retirement homes, any other public arenas.

This warranty is exclusive and in lieu of all other obligations, liabilities, or warranties. In no event shall Sunland® Shutters be liable for incidental or consequential damages, or for any expense associated with such damages. Purchaser's sole remedy against under this warranty is the repair or re-manufacture of the defective product by Sunland® Shutters. Repairs will be made only with like or similar parts. This warranty does not include any payment for shipping charges nor for any labor costs, including but not limited to the cost of measuring and installation. Improper, inappropriate, or unauthorized replacement parts, repairs or maintenance void this warranty. This warranty excludes all liability for removal of the blind and reinstallation in the same or another window, or damage to the window frame, glass or other portion of the window. All other warranties, both express and implied, are expressly disclaimed. This warranty excludes all liability for consequential or incidental damages for any cause whatsoever.

Sunland Lexwood® blinds are made for indoor use only. The product is not designed for outdoor use. Any misuse or misapplication of any Sunland® Shutters product, including any use of the Sunland® Shutters product for outdoor use voids this warranty and Sunland® Shutters will be released from any obligations under this warranty. The Warranty does not include any conditions or damages resulting from accidents, alterations, misuse, extraordinary use, misapplication, improper handling, improper installation, improper repairs, operation or cleaning, loss of color intensity, exposure to salt air, damage from insects, or the yellowing and cracking of plastic parts with the passing time. This warranty does not cover variation in color, grain, or texture in natural wood products nor excessive warping of wood slats in high humidity areas or moisture prone applications.

You must notify Sunland® Shutters, if your order contains any discrepancies, non-conforming products, or any damage, immediately upon receipt of your shipment and before the blinds are installed or any alterations are attempted. Sunland® Shutters will then provide you with further instructions.

The following incidents are excluded from coverage under this Limited Warranty.

- a. Exposure to air pollutants and normal atmosphere conditions may cause all painted or stained wood surfaces to vary in color slightly. We suggest ordering at the same time for all windows in the same home.
- b. Any defect, malfunction, or failure to perform which has occurred due to abuse, improper application or failure to properly maintain the product by end user or hi/her/its agents or contractors.
- c. Any damage to the blinds caused by settlement or structural defects of the building in which they are installed.
- d. Any damage caused by wind, hail, lightening, water damage, severe heat or sun or other acts of nature, act of God, intentional acts, accidents, exposure to harmful chemicals or pollutants.
- e. Damage caused by improper installing or handling.
- f. Any blind which has been repaired or altered without proper authorization from Sunland® Shutters.
- g. Sunland® Shutters will not be responsible for delivery charges or packing costs.

Maintenance & Cleaning Instructions: Wood materials are best maintained by dusting (feather or electrostatic duster). Light dusting is advised be-fore any type of cloth, as the fine dust on blinds may be abrasive to painted or clear finish and cause scratching to finish. In cases where more aggressive cleaning is needed, dust first, then use a cloth, slightly dampened (with water only) to wipe down blinds. DO NOT use any type of furniture polish or cleaning solvent! This will cause yellowing and/or cracking of finish on wood blinds. This will forfeit all claims to warranty regarding finish.

Sunland's Lexwood® blinds are manufactured to industry standards. Minor imperfections not noticeable from a distance of 3 feet ordinary lighting conditions in normal installations are not considered defects. Sunland® Shutters reserve the right to inspect the products prior to repair or remake. Non-defective or altered products will be returned freight collect without credit issued or repair made. Sunland® Shutters will not be responsible for any unauthorized repair charges from another party. Repair or remake of any defective product will be done only to the original size and specification. Sunland reserves the right to discontinue or change any Sunland Lexwood® blinds as currently manufactured. If Sunland determines to make a replacement under the terms of this Limited Warranty and an exact replacement part is not available, Sunland reserves the right to substitute a part or parts of equal quality at its sole option.

Wood is a natural product. Due to variations in wood grain and the manner in which wood accepts finishes, your final product may vary slightly from the sample. This warranty does imply automatic replacement of any product. Sunland® Shutters reserves the right to repair or replace any product at our own discretion. Sunland® Shutters reserves the right to make changes and improvements in our products that may differ from products previously manufactured.

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Sunland® Shutters

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