

Benchmark Windows and Doors

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# Measure with Confidence – Window Guide

Strength. Style. Security.





# How to Measure Your Replacement Windows

Please follow this simple step-by-step guide to measure your windows accurately for quotation purposes. All measurements must be taken in millimetres (mm).

## ■ What You Will Need

- Tape measure (mm)
- Notepad or phone to record sizes
- Pencil
- Step ladder (if required and safe)

## Step 1 – Measure the Width (Take 3 Measurements)

Measure the width of the opening in three places:

- Top
- Middle
- Bottom

Write down all three measurements and use the SMALLEST one.

## Step 2 – Measure the Height (Take 3 Measurements)

Measure the height of the opening in three places:

- Left side
- Centre
- Right side

Write down all three measurements and use the SMALLEST one.





## Step 3 – Deduct Fitting Allowance

To allow for fitting and adjustment, deduct 10mm from:

- The final width measurement
- The final height measurement

Example:

Opening size: 1200mm (W) x 1350mm (H)

Order size: 1190mm (W) x 1340mm (H)

# Customer Measurement Record

Location/Room: \_\_\_\_\_

Smallest Width (mm): \_\_\_\_\_

Smallest Height (mm): \_\_\_\_\_

Order Size After Deduction (mm): \_\_\_\_\_

Opening Direction (if applicable): \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Important Notes**

- Always measure the structural opening, not just the visible frame.
- Use the smallest measurement taken.
- All sizes must be in millimetres (mm).
- If unsure, please contact us before ordering.

# CONTACT US

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