

8500/3500/8800 Picture Window Glass Measuring Instructions

Claim Number _____

****ALL INFORMATION IS REQUIRED. INSUFFICIENT OR INCOMPLETE FORMS WILL DELAY THE PROCESS****

Quantity: _____

Glass Vision Width: _____

Glass Vision Height: _____

Color of Window:

- White Almond

Grids:

- Yes - Please draw grid pattern in area provided
 No

Grid Style:

- 5/8" Flat 7/8" Flat
 11/16" Sculptured 15/16" Sculptured

Glass Options: Check (✓) all that apply

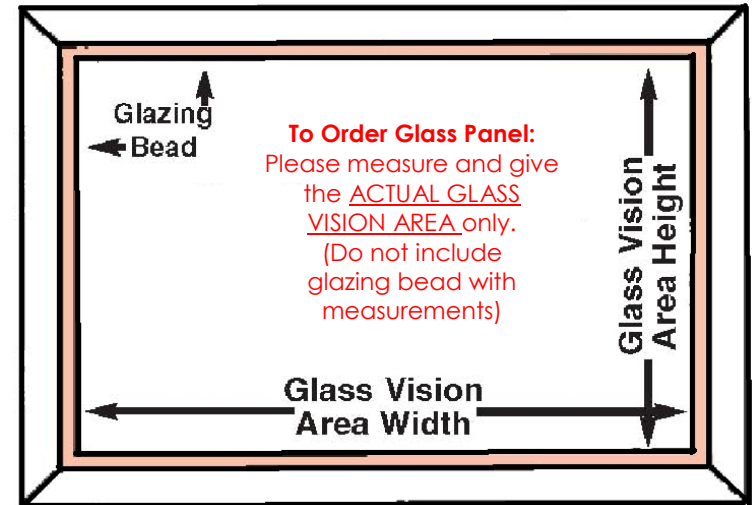
- Clear Double Pane Low E
 Tempered Obscured (frosted)

DRAW GRID PATTERN BELOW



Warranty only covers the original purchaser of the product. Please include proof you are the original owner with a copy of closing papers or receipt of purchase.

Windows Viewed From Inside



For Internal Use Only: Replacement glass will be made 1" larger than vision area in width and height.

Note: Picture Windows/Transoms:

It is the responsibility of the purchaser to specify the correct replacement glass type in accordance with any and all applicable building codes (i.e. safety glass near doorways, bathrooms, etc.)

PLEASE CHECK IF THE GRIDS ALIGN ABOVE ONE OF THE FOLLOWING:

- Picture Window Triple Window Single Window Stand Alone Twin Window
-

Name _____

Street Address _____

City _____ ST _____ Zip _____

Phone Number _____

Email _____

Reason for Claim ****CHEMICAL FOG**** _____

Year Home Built _____

Year Home Purchased (Must provide proof of purchase) _____

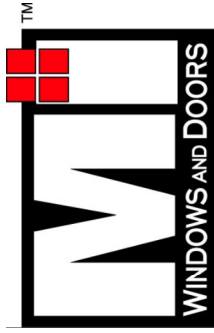
***Different sizes must be on separate forms. Please make copies.**

Check One:

- Send replacement glass at no charge per warranty

**Make check payable to MI Windows and Doors, Inc.*

**Discrepancies must be reported within 60 days*



650 West Market Street
Gratz, PA 17030
717-365-2500
www.miwd.com

**CUSTOMER
CARE**

INSTRUCTIONS ON HOW TO FILL OUT FORM

PLEASE MEASURE ACCORDING TO THE INSTRUCTIONS ON THE FORM

TO ORDER THE GLASS ONLY PANEL (ALUMINUM WINDOWS OR TOP GLASS ON VINYL WINDOWS)
MEASURE THE VISIBLE GLASS ONLY. NOTE THE WIDTH AND HEIGHT MEASUREMENTS ON THE CORRECT AREA ON THE FORM. DO NOT ROUND OFF SIZES. MIWD WILL ADD 1" TO YOUR MEASUREMENTS TO GET THE GLASS SIZE.

TO ORDER A VINYL WELDED SASH (DH, SH, CASEMENTS, AWNINGS, BASEMENTS)
MEASURE THE WHOLE WIDTH OR SASH TIP TO TIP. NOTE THE WIDTH AND HEIGHT MEASUREMENTS ON THE CORRECT AREA ON THE FORM. DO NOT MEASURE THE VISIBLE GLASS, MUST BE THE COMPLETE SASH MEASUREMENT. PLEASE NOTE, SASHES WILL NOT BE AVAILABLE FOR SOME SERIES.

VINYL DH OR SH MECHANICAL STYLE WINDOWS:
FOLLOW THE INSTRUCTIONS ON FORM

COLOR OF UNIT
CIRCLE THE COLOR OF YOUR WINDOW

GRIDS: (DECORATIVE BARS BETWEEN GLASS)
IF YOU HAVE GRIDS (DECORATIVE BARS BETWEEN GLASS), PLEASE DRAW THEM ON THE FORM. THEN CIRCLE THE GRID STYLE YOU HAVE. 5/8", 7/8", PLEASE NOTE ON FORM IF YOU HAVE CUSTOMER GRIDS.

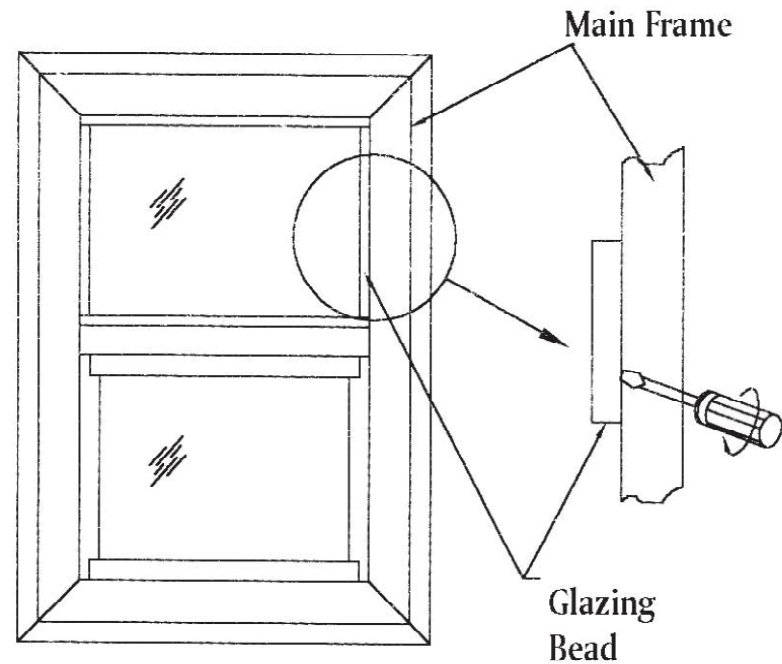
GLASS OPTIONS
CIRCLE ANY GLASS OPTIONS YOU CURRENTLY HAVE ON YOUR WINDOWS. LOWE TINT, OBSCURED, TEMPERED, ETC. IF YOU DO NOT KNOW IF YOU HAVE LOWE TINT, TAPE A WHITE PIECE OF PAPER TO THE INSIDE OF THE HOME, LOOKING FROM THE OUTSIDE, CHECK TO SEE IF THE WHITE PIECE OF PAPER HAS A DARKER SHADE. IF IT DOES NOT, THEN YOU DO NOT HAVE TINT. TEMPERED GLASS WILL HAVE A TEMPERED STICKER AT THE CORNER OF THE GLASS PANEL. IF YOU WANT TO ADD ADDITIONAL OPTIONS TO YOUR WINDOWS, PLEASE CONTACT OUR CUSTOMER CARE DEPARTMENT FOR THE UPGRADE.

ADDITIONAL INFORMATION
BEFORE YOU SUBMIT ANY FORMS BACK TO MIWD, PLEASE MAKE SURE ALL THE INFORMATION IS ON THE FORMS, MAKE COPIES IF NEEDED. IF YOU HAVE A WINDOW THAT NEEDS REPLACED AND YOU DO NOT HAVE THE CORRECT FORM, PLEASE CALL US AT 717-365-2500 OR EMAIL US AT CUSTOMERCARE@MIWD.COM, WE WILL BE GLAD TO SEND YOU THE FORM YOU NEED. TO AVOID DELAY IN YOUR ORDER, PLEASE MAKE SURE YOU SUBMIT PAYMENT FOR EITHER SHIPPING (IF APPLICABLE) OR OUT OF WARRANTY PRODUCTS, ALSO PROVIDE PROOF OF PURCHASE. ALL FORMS WILL BE SENT BACK IF THIS INFORMATION IS NOT SUPPLIED TO US. MIWD WILL NOT BE RESPONSIBLE FOR ANY MISSING INFORMATION. IT IS THE CONSUMER'S RESPONSIBILITY TO MAKE SURE ALL THE FORMS ARE FILLED OUT CORRECTLY.

Fixed Glass Replacement Instructions

Preparation For New Glass Panel

1. Remove glazing bead pieces which hold the top glass into place by inserting a standard screwdriver and twisting as shown. After bead is loose pull out fully. Save these pieces for new glass re-installation. (CAUTION: the glass panel may be loose when removing glazing bead).
2. With a utility knife, carefully cut, as shown, along broken glass on four (4) sides until it is free from the main frame and meeting rail.
3. Clean window main frame and meeting rail of glass and sealant to obtain a clean surface for the new glass panel. Save the vinyl setting block for re-installation.



Installation of New Glass Panel

4. Determine proper orientation of the glass panel in the main frame. Replace the vinyl setting blocks on the meeting rail. Remove the backing from the sealant on the glass to expose sealant. Carefully place glass panel not on the main frame, allow the panel to rest on the setting blocks.
5. With wooden block and mallet, tap glazing beads into slot in main frame and meeting rail on all four (4) sides to hold glass panel in place. Do horizontal pieces first.

