

# 3500-4300-8500 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/Argon  
 Tempered    Obscured (frosted)

\*If you would like to upgrade your Glass Options see below for pricing

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

**Note: Picture Windows/Transoms**

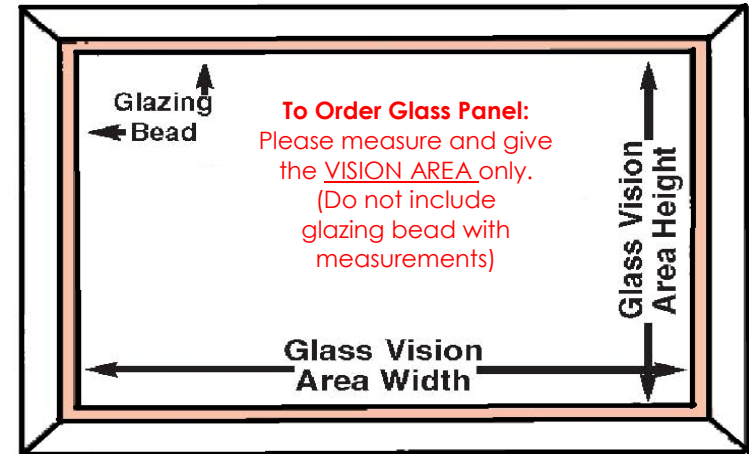
It is the responsibility of the purchaser to specify the correct replacement glass type in accordance with any and all applicable building codes (i.e. safety glass near doorways, bathrooms, etc.)

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**



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

- Picture Window    Triple Window    Single Window    Stand Alone    Twin Window



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

**\*Discrepancies must be reported within 60 days.**

Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Email \_\_\_\_\_  
 Reason for Claim \_\_\_\_\_

**Month, Date, Year of Product Manufactured:** \_\_\_\_\_ (MM) \_\_\_\_\_ (DD) \_\_\_\_\_ (YY)

**\*\*Must provide proof of purchase\*\***

**Glass is at no charge per warranty, however shipping charges will apply and must be prepaid. Please see shipping charges below.**

**We accept check, money order, and all major credit cards**

Credit Card # \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_



**Check which apply: (width + height = ui)**

- Send replacement glass at no charge per warranty  
**Shipping Charges:**  
 \$45.00 per panel (Up to 96 ui) width + height = ui  
 \$180.00 per panel (Over 96 ui) width + height = ui + \$100.00 for each additional glass/panel

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

**Glass Option Upgrade Costs: (Charges Only Applicable If Upgrading Glass)**

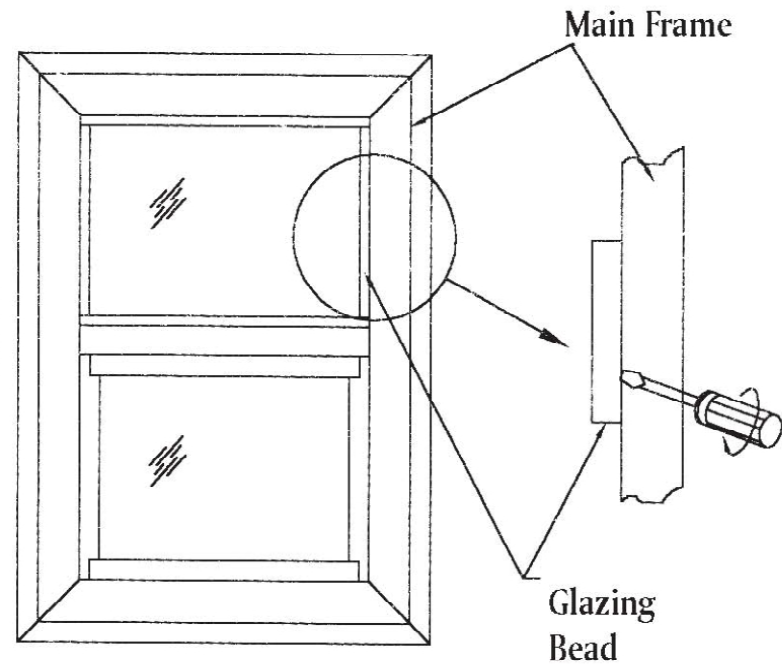
- Low E/Argon or Obscured Glass—\$40.00 per panel  
 Adding Grids Between the Glass—\$30.00 per panel  
 Add \$50.00 per panel for Tempered glass up to 96ui  
 Add \$100.00 per panel for Tempered glass over 96ui

Only use this section if you currently do not have these options.

# 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 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.

