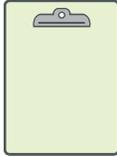


ORDERING INSTRUCTIONS

TOOLS REQUIRED:

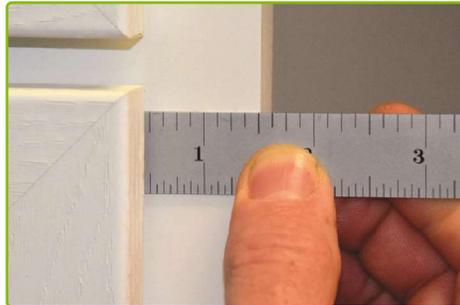
				
Tape Measure	Pencil	Cinch Order Form	Ladder (if required, especially for cabinets over refrigerator)	Clipboard (Helpful, but not required)

DETAILED INFORMATION

Unless you have considerable experience with cabinetmaking or refacing; we suggest that you replace the doors in your kitchen with new doors of the same sizes. Follow the steps below:

1. COMPLETE TOP SECTION OF CINCH UNIT ORDER FORM

- a. **P.O. No.** is your Purchase Order Number, if you want it shown on the invoice. Optional.
- b. **Unit Type** will make it easy for you to order parts for another unit/apartment of the same type.
- c. Circle the **Color, Door Style,** and **Pulls** you want at the beginning of our process, we will apply those choices to each part ordered, unless you override them.
- d. **Circle the Hinge Overlay** – This is the amount that the door overlaps the wooden frame of the cabinet on the hinge side. To determine the overlay of the doors that you will be replacing, put a ruler or tape measure on edge the face frame behind the door, on the hinge side. Then close the door and measure the distance to the edge of the door. In the photos below, the overlay is 1/2".



- e. **Hinge Type**
 - i. Soft close hinges automatically slow down and land gently when a door is closed. This is quieter and prevents disturbing neighbors. It's an impressive, luxury feature for leasing agents to show potential tenants.
 - ii. Regular close hinges are a less expensive option.

2. FILL IN THE SPECIFIC PART INFORMATION (Shaded sections are required information.)

- a. **Line Item numbers** will be printed on the label of each item ordered. If you measure the parts in the unit in order (for example: left to right around the kitchen), it will be easy to distribute the parts in the same order.
- b. **Label Notes** can include anything you want printed on the part label. They are often used to record the part location (example, kitchen stove wall, kitchen sink wall, sink base, refrigerator cab, master bath, bath 2, etc.). This is especially helpful if the person who measured is not also installing the parts.

- c. **Part Type**
 - i. The Part Types include doors, drawer fronts, false fronts, and tilt-outs.
 - ii. This information lets us drill for hinges in the right places and calculate how many hinges, pulls, and false front brackets you need for your job.
- d. **Width** and **Height**
 - i. Provide the Width and Height in inches.
 - ii. You can generally measure parts to the nearest 1/4". But, if two doors working closely together like a corner cabinet or a two-door cabinet with wooden frame part where they meet in the center, measure to the nearest 1/16".
- e. **Quantity** allows you to order multiple items of same size.
- f. **Other Notes** provides a place to write down ordering instructions for any particular part. For example, if you want to order a different color, style, pull, or hinge placement; or it's a special item like a lazy Susan door that needs a special hinge.

3. CABINET END SKINS – Are you going to use skins on the sides of your cabinets? We offer skins in our 4 textured colors that are a perfect match to our doors. Our skins are 1/8" thick. They work well with most face frame cabinets with a lip on the outside of the face frame. Before you order skins, check that the available lip is more than 1/8" wide.



- 4. CHECKS** – Double check your form!
- a. **Make sure you didn't miss any parts.** Walk back through the unit and count the total number of parts required. Make sure that the number of lines on the order matches the number of parts you need. Remember all the bathrooms, utility rooms, and other areas.
 - b. **Double check your measurements.** Look for patterns. Investigate anything that looks weird. Base cabinet doors are generally all the same height. The same with vanity cabinets and standard wall cabinets. Widths generally vary by 3" at a time. On a base cabinet, the doors and drawer fronts have the same width.
- 5. EVERYTHING ELSE** – You might also want to order Other Stuff to make your renovation easier
- a. **Paint** that already matches the doors color you have chosen.
 - b. **Primer** made for the paint color used.
 - c. **Jig** – makes it easy to drill doors for knobs and pulls.
 - d. **Double Sided Mounting Tape** – simplifies mounting drawer fronts.
- 6. CALL US** – if you have any questions or suggestions at (844) 4-A-Cinch / (844) 422-4624.
- 7. IS YOUR CINCH ORDER FORM COMPLETE?** Attach it to a completed **Cinch Project Cover Sheet**, send to us via email to **Orders@CinchKit.com** or fax to **(281) 607-4402**, and **PUT ON A HAPPY REFACE!**