Measuring Guide

How to measure accurately for made-to-measure shutters

This guide takes you from choosing the mounting position to recording the final order size. Start on page 2: choose inside-recess or wall-face fitting before you measure. Bay windows then follow the separate route on page 5.

Before you begin: have a steel tape measure, pencil, paper or this worksheet, and a phone ready for clear photographs.

THE RULE THAT MATTERS MOST

Your shutters are made to the millimetres you enter. Shutter Pros does not automatically deduct anything. Measure the true opening first and record every figure. The final order-size allowance must match the selected frame, layout and opening rather than one universal deduction.

Six non-negotiables

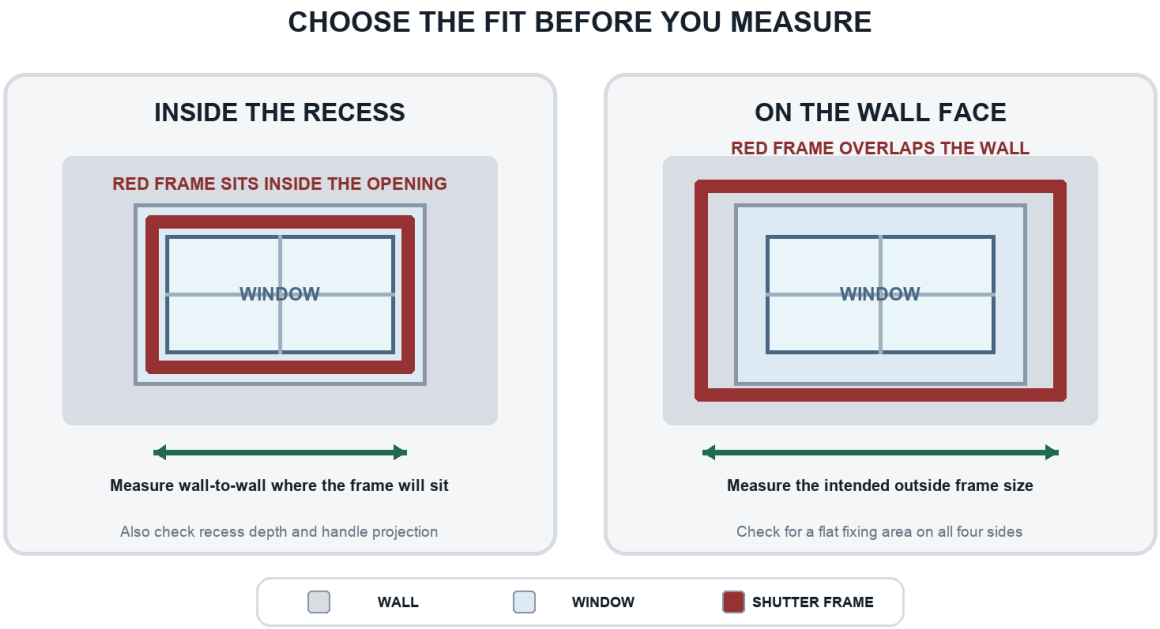
1	**Millimetres only** Do not convert from inches or centimetres.
2	**Three positions** Width at top, middle and bottom; height at left, centre and right.
3	**Measure twice** If the two passes disagree, measure a third time.
4	**Use the smallest** For a recess fit, the frame must pass the tightest point.
5	**Measure at frame depth** A reveal can change size from front to back.
6	**Check obstructions** Measure handle projection and note vents, locks, tiles, sills and skirting.

Supply-only: you choose the fit type, provide the measurements, collect the finished shutters from Retford and fit them yourself.

STEP 1

Choose the mounting position

Do not measure first and decide the frame later. Mark the exact line where the shutter frame will sit, then take every measurement at that line.

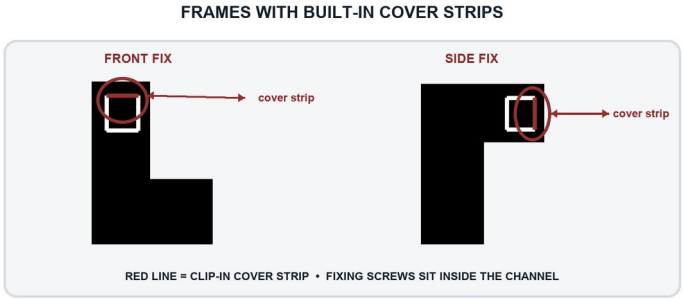


Decision	Inside recess (L-frame)	Wall face (Z-frame)
Best when	The reveal is deep and reasonably square.	The reveal is shallow, uneven or obstructed.
Depth	At least 55 mm clear at the chosen frame position, plus clearance for any handle projecting from the window frame and for the louvres.	Frame sits in front of the opening; check for a flat fixing area and chosen overlap.
Where to measure	Inside the reveal, at the marked frame depth.	From the actual wall, architrave or window-frame surface where the shutter frame will be fixed.
Check	Front opening is not tighter than the frame position; inward-opening windows still operate.	Skirting, sill, coving, nearby wall and curtains do not block the outside frame.

Not sure?

Pause before ordering. Compare the mounting descriptions with your window, use the handle-projection check on page 7 and take clear photos. Shutter Pros can explain product options, but cannot validate measurements or choose the fit type on your behalf.

A cleaner inside-recess fixing option

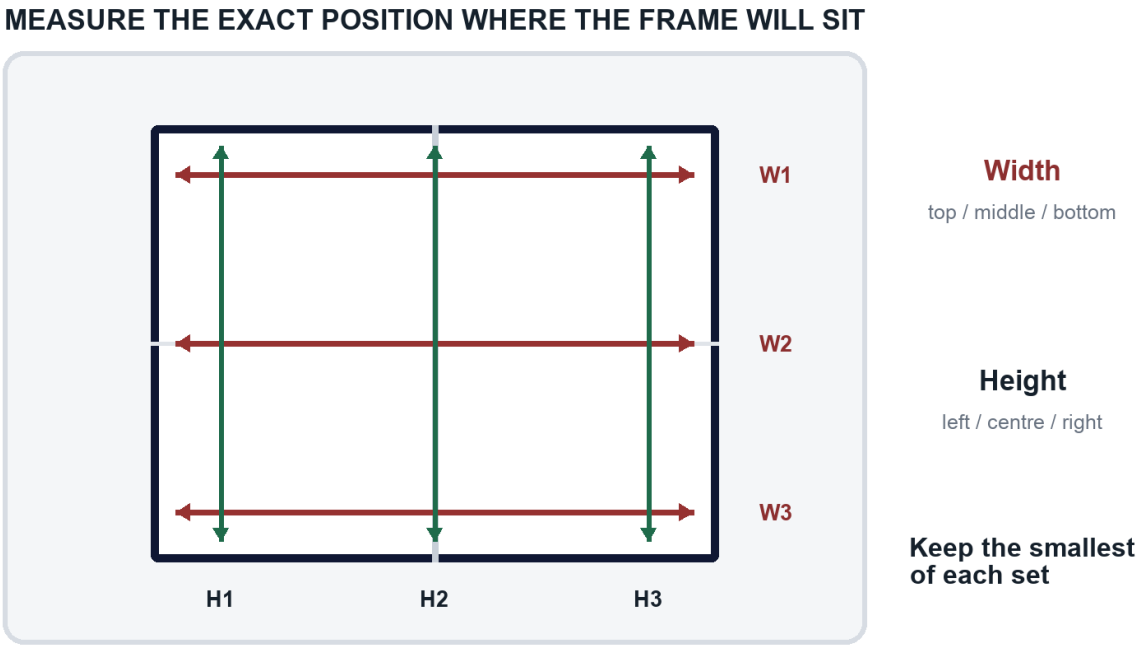


For an inside recess, selected front-fix and side-fix frame options have built-in cover strips. The strip clips over the relevant fixing channel and hides the screw heads after installation. It does not conceal fitting gaps.

STEP 2A

Measuring a recessed window

Use this method when the shutter frame will sit inside the reveal. Measure at the depth where the frame will actually be fixed.



1	**Mark the frame line.** Use small pencil marks on both sides of the reveal so every reading is taken at one consistent depth.
2	**Record three widths.** Top, middle and bottom. Do not round the figures. Circle the smallest.
3	**Record three heights.** Left, centre and right, from the sill to the top of the reveal. Circle the smallest.
4	**Repeat the full set.** If any figure changes, measure that point again. Never average two different readings.
5	**Check the front opening.** Confirm the assembled frame can pass through the front of the recess to the chosen fitting line.
6	**Check the diagonals.** Measure top-left to bottom-right and top-right to bottom-left. A clear difference shows the opening is out of square; record both and reconsider whether a face fit is more suitable.

OPTIONAL 3 MM FITTING ALLOWANCE

Record the smallest true width and height. For an inside-recess fit, you may choose to subtract 3 mm from each as a fitting allowance. That decision is yours: Shutter Pros manufactures the exact order size you enter and does not apply any further deduction.

STEP 2B

Measuring a wall-face fit

Use this method where the reveal is too shallow, out of square, or obstructed. The finished frame sits over the wall around the opening.

Record two sets of dimensions

- Opening width and height: measure the clear opening in three positions and keep all six readings.
- Finished outside width and height: mark the actual wall, architrave or window-frame surface where the Z-frame will be fixed, decide where its outer edge will finish, then measure that overall rectangle.
- Available flat area: confirm the frame can sit flat on all four sides without crossing uneven trim, loose plaster or a return wall.
- Lower edge and projecting sills: a Z-frame can sit directly on a window sill. Shutter Pros can supply the bottom frame with its lower lip removed so it sits flat on the sill. Record this clearly and request the option before manufacture.

Face-fit sequence

1. **Draw the opening and choose the coverage.** Mark the wall, sill and nearby edges, then decide the intended frame overlap.
2. **Measure the intended outside edges.** Record the overall finished width and height. Do not add a guessed frame size later.
3. **Check the perimeter and panel swing.** Mark skirting, coving, tiles, sills and curtain tracks; confirm the panels can fold open.
4. **Match neighbouring shutters.** Where two windows share a wall, use consistent finished heights and note which horizontal bars must align. A difference of only a few millimetres can change the louvre, rail or panel layout.

NO ASSUMED DEDUCTION

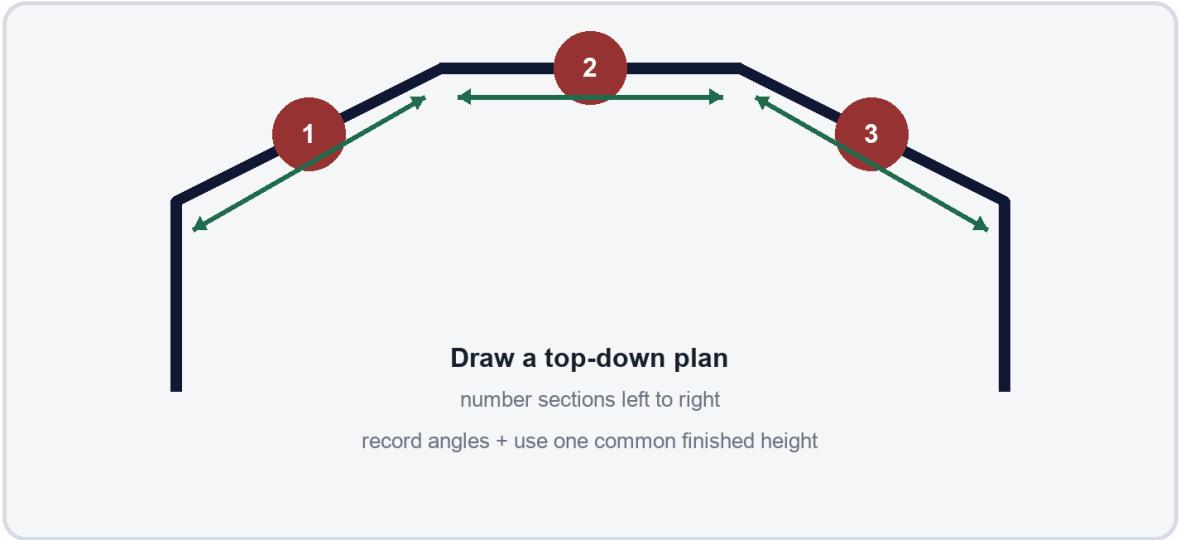
For a face fit, the size you enter should represent the intended finished outer frame size. Record the opening separately and do not apply a recess-fit allowance automatically.

STEP 3

Bay windows

A bay is not one opening. Treat every section as its own window, then connect the information with a top-down plan.

MEASURE EACH BAY SECTION SEPARATELY



1	**Sketch the bay from above.** Number the sections from left to right as seen from inside the room.
2	**Choose the fitting line.** Mark where each frame will sit. The line must remain consistent through every corner.
3	**Measure each section three times.** Record width at top, middle and bottom and height at left, centre and right for every numbered section.
4	**Use one common finished height.** Record the smallest viable common height. Even a few millimetres between sections can change the louvre, rail or panel layout and prevent the sightlines from matching.
5	**Record each corner.** State whether the bay is square, splayed or curved and note the approximate angle between neighbouring sections.
6	**Add clear photographs.** Take a straight-on image of every section, one full-room view, both side views and a close-up of every corner/post. Include a tape reading beside handles or other obstructions.

BAY ORDERS NEED A PLAN

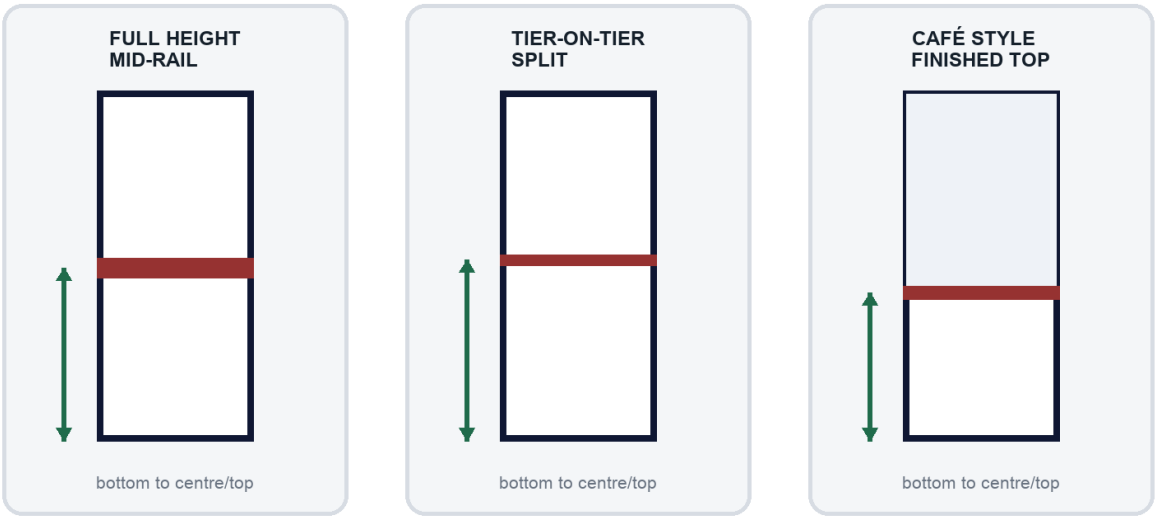
Do not enter bay sections as unrelated standard windows. The angles, joining method, common height and frame position affect one another. Submit the numbered plan and photos with the quotation request.

STEP 4

Record the design measurements

Width and height size the shutter. These additional measurements decide where the design lines sit and how the panels open.

EXTRA HEIGHTS ARE MEASURED FROM THE BOTTOM



Design choice	What to measure or record
Full-height mid-rail	Measure from the sill or finished bottom to the centre of the window transom/desired mid-rail. Enter the height from the bottom.
Tier-on-tier split	Measure from the finished bottom to the desired split. The configurator requires each tier to be at least 500 mm.
Café-style height	Enter the height of the shutter you want, not the full window height. Measure from the finished bottom to the top of the café shutter.
Split louvres	Record every control split from the finished bottom. Splits and mid-rails must align with complete louvres, so a final position may need a small adjustment before manufacture.
Three-section windows	Choose between panels that bi-fold together and separate panels divided by T-posts. Draw the existing mullions and state which shutter uprights should align with them.
Panel opening direction	Record the window-handle side and the desired stacking direction. Panels normally hinge away from the handle so an open panel does not sit over it.
Two windows on one wall	State which mid-rail or split lines should align. Give the bottom-to-line measurement for each opening if their sills start at different levels.
Shaped windows	A width and height cannot define an arch, rake, circle or triangle. Make a physical cardboard template, trim it to the opening, then mark TOP and ROOM SIDE clearly.

STEP 5

Handle projection, vents and other obstructions

A correct width and height can still produce a poor fit if the louvres, panels or frame collide with something in the opening.

MEASURE THE FIXED HANDLE PROJECTION



Do this check at every window

- Place a straight edge vertically across the exact line where the shutter frame will sit.
- Measure how far the handle, lock or key protrudes from the window frame. This fixed projection must clear the intended shutter frame line.
- Repeat at the top, middle and bottom if the reveal changes depth.
- Check trickle vents, alarm sensors, restrictors, hinges, blinds and curtain hardware.
- Open inward-opening windows fully and confirm the shutter position will not block normal operation.
- For French doors, record the fixed handle projection and the space between the door edge, glazing bars and surrounding frame.

If something projects past the frame line

Move the fitting line	Use a face fit	Use frame build-out
If the reveal is deep enough, place the L-frame farther forward, then remeasure at the new line.	A Z-frame on the wall face moves the panels in front of a shallow or obstructed reveal.	Where offered in the configurator, build-out packs the frame forward so panels clear a handle, sill or vent.

MEASURE THE FIXED HANDLE PROJECTION

The relevant clearance is how far the handle protrudes from the window frame at the intended shutter-frame position. Record that projection and include a clear side photograph with the order notes.

WORKSHEET

Measurement record

Print this page or copy the layout into your notes. Record the true measurements before calculating any order size.

Project / customer: _____ Date: _____

Room / window reference: _____ Fit type: ☐ L-frame ☐ Z-frame

Reading	1	2	3	Smallest / selected
Width (top / middle / bottom)	_____	_____	_____	_____
Height (left / centre / right)	_____	_____	_____	_____
Repeat width	_____	_____	_____	_____
Repeat height	_____	_____	_____	_____
Diagonal A / B	_____	_____	_____	Difference: _____ mm
Clear recess depth	_____	_____	_____	Minimum: _____ mm
Handle / obstruction projection	_____	_____	_____	Maximum: _____ mm

Final order size

Smallest true width	_____ mm	**Allowance chosen**	_____ mm
Smallest true height	_____ mm	**Allowance chosen**	_____ mm
ORDER WIDTH	_____ **mm**	**ORDER HEIGHT**	_____ **mm**

Design notes

Mid-rail / tier split / café top from finished bottom: _____ mm

Panel layout, T-post positions and opening direction: _____

Sill, skirting, tile, vent, handle, sensor or inward-opening window notes: _____

Photos / drawing file names: _____

FINAL CHECK

Before you place the order

A five-minute review is much cheaper than a remake. Work through the list with the configurator open.

☐	Every measurement is in millimetres and belongs to the correct room/window reference.
☐	The chosen L-frame or Z-frame matches the position actually measured.
☐	Width and height were taken at three points, repeated and recorded without averaging.
☐	The order size is clearly separated from the raw opening measurements.
☐	For an inside recess, the chosen allowance (for example 3 mm where appropriate) has been subtracted once only. Shutter Pros has not applied another deduction.
☐	Reveal depth, handle projection, vents, locks, sensors and inward-opening windows have been checked.
☐	Skirting, tiles, sills, coving, nearby walls and curtain hardware have been marked for a face fit, including any request to remove the Z-frame bottom lip where it sits directly on a sill.
☐	Mid-rail, tier split, café height and split-louvre positions are measured from the finished bottom.
☐	Panel layout and opening direction match the existing window mullions and handles.
☐	Bay orders include a numbered plan, common finished height, angles and corner photographs.
☐	Shaped windows include a physical template marked TOP and ROOM SIDE.
☐	Adjacent shutters that should align are identified in the order notes.

PHOTOS TO KEEP WITH THE ORDER

Take one straight-on photograph, one wider room view, both sides of the recess, the sill or lower fixing surface, and a side view showing the handle projection with the tape reading visible. Add close-ups of every unusual corner, obstruction and bay junction.

MADE-TO-MEASURE RESPONSIBILITY

Shutter Pros is supply-only and does not carry out site surveys, verify measurements or install shutters. Your shutters are manufactured to your specification. A voluntary 24-hour amendment or cancellation window begins with written order confirmation; after it ends, made-to-specification cancellation rules apply. Statutory rights for faulty, misdescribed or late goods are unaffected.

KEEP THIS PAGE

One-minute measuring summary

The full guide explains the decisions. This page is the quick check to keep beside you at the window.

1	**Decide the fit**	L-frame inside the recess or Z-frame on the wall face.
2	**Mark the frame line**	Measure at the exact depth/edge where the frame will sit.
3	**Width x 3**	Top, middle, bottom. Record every figure; circle the smallest.
4	**Height x 3**	Left, centre, right. Record every figure; circle the smallest.
5	**Repeat**	Measure the full set again. If readings disagree, take a third.
6	**Check depth and projection**	Measure any handle protruding from the window frame; louvres, panels and windows must clear.
7	**Record design heights**	Always measure from the finished bottom.
8	**Calculate once**	If you choose the 3 mm allowance, subtract it once; the configurator uses the exact size entered.

More help on shutterpros.uk

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- Handle-projection guide
- Short video guides
- Self-fitment guide
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Need product information before you order?

Call 0114 463 0090 or email info@shutterpros.uk. We can explain the available styles, frames and options. We cannot select the fit type, validate your dimensions or accept responsibility for a customer-measured size.

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