

Order Form Guide

Introduction

This document contains a detailed guide for placing orders using our forms available on the [website](#). The instructions are designed to simplify the ordering process and ensure the correct and complete submission of all data necessary for order fulfillment.

By reading this guide, you will learn how to:

- open and fill out the forms,
- save the order as a PDF file,
- submit the completed file through the website.

Following these instructions will ensure efficient and error-free order processing.

Navigation

- [Online option - google sheets version](#)
- [Downloadable option - excel and pdf versions](#)

Online option - google sheets version

General Information

This method is the simplest to use and the safest, as changes are saved in real time and backup copies are automatically stored on Google Drive. However, logging into any Google account is required.

If you do not have a Google account, we encourage you to create one, which will make placing orders easier in the future. If you prefer not to, please use one of the other available methods.

Accessing the Order Form

To get started, go to our order page:

 ie.prestigosolutions.com/order

Once you're there, scroll to the section titled **“Ready to Order? Let’s Get Started!”**

Click on the link labeled **“Excel form”** — this will open the order form in **Google Sheets**.

 Instead of downloading a file, you’ll be working online. To begin filling it out, make sure to **create your own copy** of the file:

1. In the opened Google Sheet, click on **“File”** in the top menu.
2. Then select **“Make a copy”**.
3. Choose a name and location in your Google Drive — this will be your personal version of the form.

Tip: You won’t be able to edit the original form, so creating a copy is necessary to proceed with your order.

Once your copy is ready, you can begin filling in the required details.

Project Name

At the top of the form, you'll find a field labeled "Project Name".

This field helps us identify and organize your order — feel free to use any name that makes the project easy to recognize. You can enter, for example:

- Your client's last name
- The address of the construction site
- A short nickname or reference related to the project



Example:

"Smith House Extension"

"13 Green Street, Dublin"

"Mountview Apartments – Phase 2"

Tip: Choose a name that will make it easy for both you and us to refer back to the order later.

Filling Out the Product Table

The main part of the order form is a table where you'll enter the details of each window or door you wish to order. Each row in the table represents a single item or unit. Here's what each column means:

Diagram / Description

In this column, you can insert a **diagram** to visually represent the type and opening direction of the window or door.

 On the **right-hand side of the form**, you'll find a set of **predefined diagrams**. Each one shows a typical configuration with clear opening direction (left or right) and sash placement.

To use one:

1. Simply **copy the appropriate diagram** from the right side of the sheet.
2. **Paste it into the "Diagram / Description" cell** of the relevant row in the table.



In Case of Conflicting Inputs

If the **diagram** and the "**Left or Right Hand Opening**" column indicate **different directions**, we will treat the **diagram as the correct version**.



The diagram always takes priority over text descriptions in case of any conflict.

Quantity

Enter the **number of identical units** you're ordering for this position.

For example: **2** if you need two windows of the same type, size, and configuration.

Width and Height

Provide the exact **external dimensions** of the element in millimeters (mm).

We recommend specifying a width that is about **20 mm less than the actual opening size** where the window will be installed. This clearance allows space for installation anchors, foam, and adjustments to ensure a proper fit.

Glazing (additional requirements)

Use this field to specify any special glazing requirements for the window or door. Examples include:

- **Tempered** (Toughened) glass - for increased safety or larger units
- **Obscured** (Matte) glass - for privacy purposes
- **Double** glazing (2 panes) or **triple** glazing (3 panes) - specify here only if different from the standard glazing options
- **Laminated** glass, **solar** control, or other special types

If no special glazing is needed, **you can leave** this field **blank**.

Additional Information

Use this field to provide any extra details or special requests related to the item that are not covered by the other columns.

Printing and Saving Your Order

Once you have completed filling out your order form, you'll want to save it as a PDF to send it to us. Saving as a PDF ensures your order form looks exactly the same when we open it.

1. **Select all the cells** in the spreadsheet that you want to print..
2. Press **Ctrl + P** (Windows) or go to **File → Print**.
3. In the print settings:
 - **Print range:** Choose **Selected cells**
 - **Page orientation:** Set to **Portrait**
 - **Scale:** Select **Fit to width**
4. Click **Next** (or **Print**).
5. Choose your printer as **Microsoft Print to PDF** or **Save as PDF**.
6. Save the PDF file to your computer with a clear name, for example:
`Order_Windows_YourName.pdf`

For an example of a completed form click [here](#)

Submit Your Order Online

Once your PDF order form is ready, return to our submission page:

👉 ie.prestigosolutions.com/order

On this page, you'll be asked to fill in key order details, including:

- **Window system** (e.g., Opera Classic, Forte Classic, etc.)
- **Default glazing type**
- **Finish** – choose foil color and/or aluminum cladding option
- **Your contact details** (name, email, phone number)
- **Delivery address**
- **Additional comments** (if needed)

📎 Finally, **upload the PDF file** you saved earlier (your filled-in order form).

✅ Double-check everything before submitting to make sure your order is clear and complete.

Once submitted, our team will review your request and get in touch with you to confirm the details.

Downloadable option - excel version

If you prefer working offline or in Microsoft Excel, you can download the order form directly to your computer in **.xlsx** format. Here's how:

1. Go to the **Order Submission Page**:
 ie.prestigosolutions.com/order
2. Scroll to the section titled **"Ready to Order? Let's Get Started!"**
3. Click on the link labeled **"Excel form"**.
4. The file will open in **Google Sheets**.
To download it as an Excel file:
 - Click on **File** in the top-left menu
 - Hover over **Download**
 - Select **Microsoft Excel (.xlsx)**
5. The file will be saved to your computer. You can now open it in Microsoft Excel or another spreadsheet program that supports **.xlsx** files.

 **Tip:** If you're working in Excel, remember to save your progress frequently and export the final version as a PDF before submitting your order.

Afterwards continue following the same steps described for the online version: [Click here](#)

Downloadable option - pdf version

If you prefer to fill out your order form by hand, you can download the PDF version of the form directly from this guide. Here's what to do:

1. [Click here](#) to download the order form.
2. Print the PDF at home.
3. Complete the form manually using a pen.
4. After filling out the form, **scan or take a clear photo** of the completed document.
5. When submitting your order online, upload the scanned PDF or photo as an attachment.

 **Important:** Ensure the scan or photo is clear and all handwritten information is easy to read to avoid processing delays.

Afterwards continue following the same steps described for the online version: [Click here](#)