



BelleVier
WINDOWS + DOORS

PRINTABLE PROJECT PACKET

Plan the opening. Prepare the quote.

Worksheets for project details, opening schedules, design selections, performance questions, delivery planning, and quote submission.

PROJECT EDITION | SEPTEMBER 2026



01 / PROJECT BRIEF

Start with what you know.

Use this packet during design or before requesting a quote. Leave uncertain fields blank and mark the decisions that need help.

Project name

Project address

Primary contact

Email / phone

Architect / designer

Builder / installer

Project type

Target delivery

Project stage

☐ Concept / feasibility

☐ Pricing / procurement

☐ Design development

☐ Field replacement

☐ Permit / construction documents

☐ Service / expansion

What is driving the project?

☐ View and daylight

☐ Privacy

☐ Ventilation

☐ Safety / security

☐ Indoor-outdoor opening

☐ Architectural appearance

☐ Energy / comfort

☐ Commercial access

☐ Sound control

☐ Other

02 / OPENING SCHEDULE

List each opening or repeated type.

Use one row per unique type. Attach plans or elevations when available. All dimensions are subject to final field verification and order documentation.

Mark	Room / elevation	Qty	Rough W	Rough H	Operation	Notes
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						

Dimension notes

Units

Dimension source

Masonry / framing

Sill condition

Interior return

Exterior cladding

03 / PRODUCT DIRECTION

Choose the likely operation.

These selections are a starting point. BelleVier can compare alternatives around size, use, screen strategy, sightlines, and project conditions.

Windows

- | | |
|--|---|
| ☐ Casement | ☐ Hung |
| ☐ Awning | ☐ Sliding |
| ☐ Tilt + turn | ☐ Folding |
| ☐ Fixed / picture | ☐ Unsure / compare |

Doors

- | | |
|--|--|
| ☐ Sliding | ☐ Entry |
| ☐ Lift + slide | ☐ Automatic sliding |
| ☐ Hinged / French | ☐ Corner opening |
| ☐ Bifold | ☐ Unsure / compare |

Movement and access questions

Clear opening goal

Swing / stack side

Daily traffic

Interior clearance

Exterior clearance

Accessibility

04 / DESIGN SELECTIONS

Coordinate every visible choice.

Approve physical finish samples and project-specific glass, grille, screen, and hardware documentation before ordering.

Frame finish

- | | | |
|--------------------------------|--|---|
| ☐ Black | ☐ Bronze | ☐ Wood look |
| ☐ White | ☐ Earth tone | ☐ Custom match |
| ☐ Gray | ☐ Clear / silver anodized | ☐ Sheen not selected |

Finish reference

Interior / exterior

Glass

- | | |
|--|---|
| ☐ Double insulating | ☐ Tempered laminated |
| ☐ Triple insulating | ☐ Privacy / frosted |
| ☐ Low-E | ☐ Acoustic |
| ☐ Tinted | ☐ Specialty security |
| ☐ Laminated | ☐ Unsure |

Screens, grilles, and hardware

- | | | |
|---|---|--|
| ☐ Fixed screen | ☐ No screen | ☐ Black hardware |
| ☐ Removable screen | ☐ Between-glass grille | ☐ White hardware |
| ☐ In-swing screen | ☐ SDL / applied grille | ☐ Silver hardware |
| ☐ Retractable screen | ☐ No grille | ☐ Bronze / wood-tone hardware |

05 / PERFORMANCE AND SCOPE

Name the requirements before product selection is final.

Do not assume a rating from a general product family. Documentation must match the exact configuration, size, glass, hardware, sill, anchorage, and test basis.

Known requirements

- | | |
|---|---|
| ☐ Energy / thermal target | ☐ Emergency egress |
| ☐ Air infiltration | ☐ Fall protection |
| ☐ Water penetration | ☐ Acoustic target |
| ☐ Structural / wind pressure | ☐ Accessibility |
| ☐ Impact / coastal exposure | ☐ Commercial entrance controls |
| ☐ Safety glazing | ☐ No stated target yet |

Code / jurisdiction

Climate / exposure

Specified standard

Target value

Documentation needed

Responsibility check

- | | |
|--|--|
| ☐ Field measurement assigned | ☐ Installer selected |
| ☐ Engineering assigned | ☐ Equipment / lifting planned |
| ☐ Flashing / integration designed | ☐ Permit / code review assigned |

06 / DELIVERY PLANNING

Plan the handoff before the truck arrives.

Large glazed units require safe access, trained personnel, rated equipment, inspection, and protected staging. Shipment-specific instructions and the site safety plan control.

Delivery address

Site contact

Access restrictions

Unload equipment

Crew / operator

Protected storage

Weather plan

Inspection lead

Before delivery

☐ Route and gate clear

☐ Ground bearing checked

☐ Equipment capacity confirmed

☐ Trained operators scheduled

☐ Glass handling gear available

☐ Staging area level and protected

☐ Camera / paperwork ready

☐ Damage reporting contact known

07 / QUOTE SUBMISSION

Send a useful first package.

You do not need every answer. Send what you have, identify unknowns, and include the drawings or photos that make the opening easier to understand.

Attach when available

- | | |
|---|---|
| ☐ Plan set | ☐ Inspiration images |
| ☐ Exterior elevations | ☐ Finish reference |
| ☐ Window and door schedule | ☐ Performance criteria |
| ☐ Opening dimensions | ☐ Delivery constraints |

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This worksheet supports early planning. Final dimensions, quantities, product configurations, glass, finish, hardware, ratings, scope, exclusions, delivery, installation responsibility, and warranty coverage are controlled by the project-specific written documents.