



1415 West Street
P.O. Box 1746
Wausau, WI 54402-1746

Toll Free: (715) 845-2161
Fax: (715) 843-4055

Submission HELP

Submission Help was developed to provide you, our valued customer, with information and guidance through the submission engineering and approval process. It starts with a General Drawing Guidelines section and then provides information and guidance from the start of your shop drawings through the release to production here at Wausau. You will notice that there are sections that provide specific information and others that direct you to the appropriate contact person. This is YOUR toolbox and it's our goal to provide you with the tools you need to be successful in the preparation of your own shop drawings. Please feel free to contact Advantage by Wausau with any improvement ideas you may have.

Contact Advantage by Wausau

The information required to obtain approval varies greatly from project to project. Once you have obtained approval, click on the following link for additional information and guidance. [Pre-Order Checklist](#)

Complete information is key due to the quick-turn nature of Advantage business. The following is meant to serve as a checklist of sorts to insure complete information, which will in turn reduce process time.

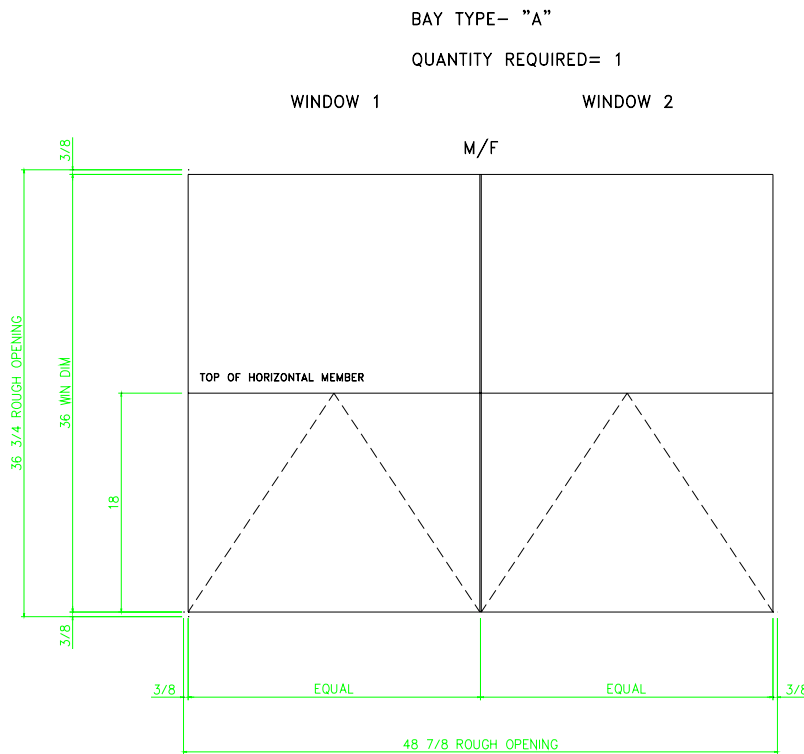
- Window Series, Sizes, Configurations, and Quantities
- Window Operation
- Finish Description
- Blind Type (5/8" or 1") and Color
- Screen Type (flat or wicketed) and Mesh Color
- Warranty Duration
- Factory or Field Glazed. If field glazed, glazing materials by Wausau or by customer?
- Glass Description
- Hardware requirements
- Trim and/or Anchorage Requirements
- Delivery Address and Contact person

Advantage by Wausau looks forward to our mutual future successes!

General Drawing Guidelines

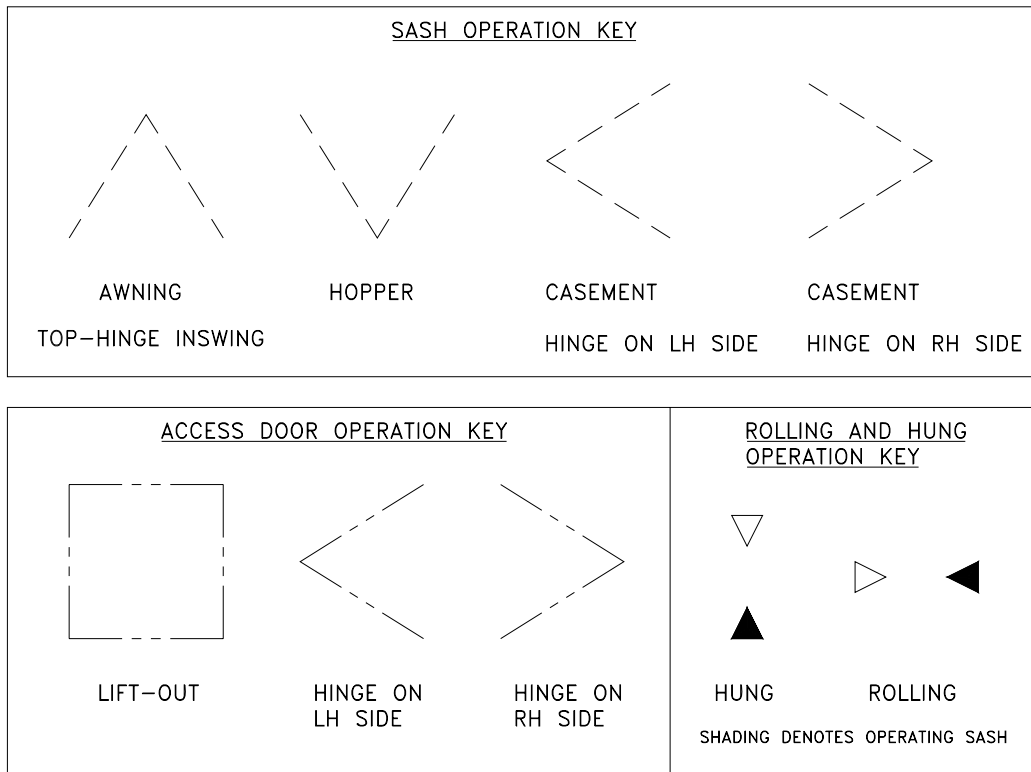
Elevations

Shop drawing formats vary greatly. Advantage by Wausau wants to make this process as easy as possible for you. Once you remove all of the bells and whistles, all we need with regard to the window frames themselves are sizes, quantities, and location of intermediate members. The example below reflects minimum requirements. **Please note that the elevation must be drawn as viewed from the exterior.**



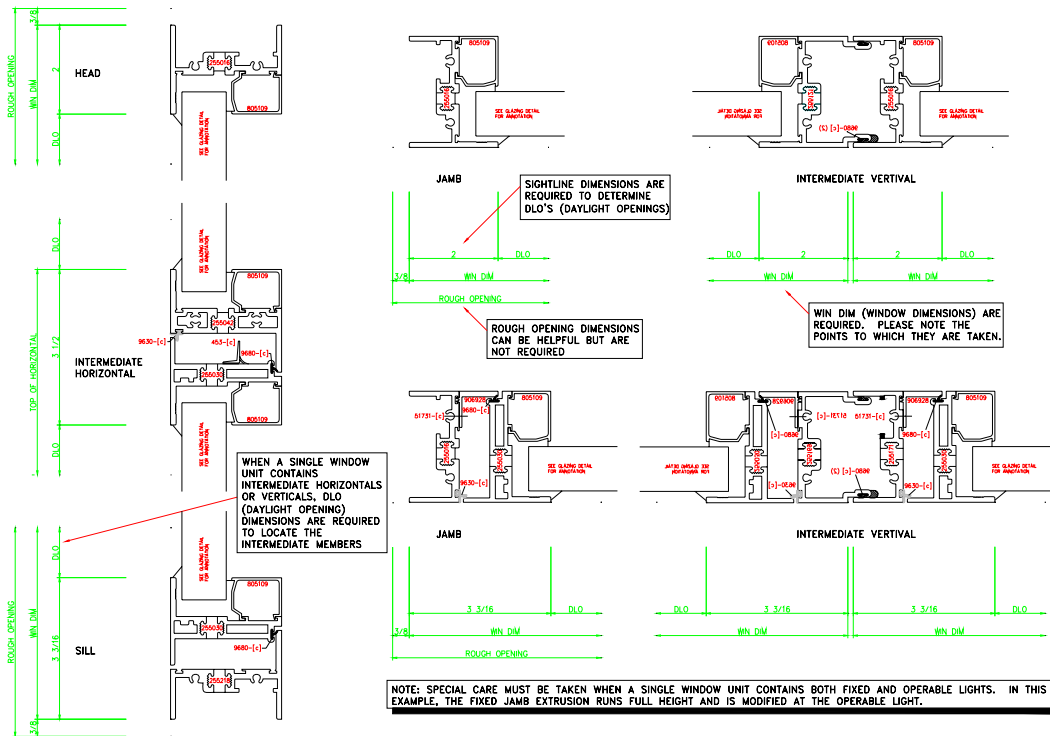
Denoting Operation

Dashed lines are used to denote the swing of an operating sash. Phantom lines are used to denote the swing of access doors. Triangles are used to denote operation on rolling and hung products. The “Operation Key” below reflects Advantage by Wausau’s format.



Details

As you can see, the example above does not include detail locators. Although we prefer detail locators, we can save you this step if you simply provide us with the details required. The example below reflects the details required for the elevation above.





1415 West Street
P.O. Box 1746
Wausau, WI 54402-1746

Toll Free: (715) 845-2161
Fax: (715) 843-4055

Additional Information

The information listed below can be found in many different locations within a shop drawing package. It can be found on the cover sheet of the package, on the elevation sheets, on the detail sheets, or on a separate document that accompanies the submission package. Since there is not a specific "right way", we will accept it in the format that suits you best.

Window Series= 2250 fixed over project-out awning

Finish= clear anodized

Glass type= 1" insul.

¼ clear annealed

½ air

¼ clear annealed

Hardware= 4-bar hinges and cam locks