

# CURTAIN HIRE



YOUR PLAQUE & CURTAINS WILL ARRIVE BY CARRIER IN A ROBUST LOCKED WOODEN BOX. RING THE NUMBER ON THE BOX TO RECEIVE THE COMBINATION FOR THE LOCK



**STEP 1**  
LOOSEN BUTTERFLY NUTS



**STEP 2**  
REMOVE PLAQUE



**STEP 3**  
UNSCREW CAPS



**STEP 4**  
CAREFULLY REMOVE WOOD SCREWS THEN REMOVE THE PLAQUE & PUT SOMEWHERE SAFE



**STEP 5**  
PLACE THE PLINTH IN POSITION ON THE WALL MARK & THEN DRILL SUITABLE FIXING HOLES AND FIX PLINTH TO THE WALL BUT LEAVE SCREWS LOOSE FOR NOW



**STEP 6**  
WITH THE HELP OF ANOTHER PERSON CAREFULLY LOWER THE CURTAINS INTO POSITION WITH THE STEEL PLATE BETWEEN THE PLINTH & THE WALL (BEING CAREFUL NOT TO SCRAPE THE WALL) THEN TIGHTEN THE SCREWS TO SECURE THE PLINTH & CURTAINS TO THE WALL



**STEP 7**  
REPLACE THE PLAQUE SCREWS AND CAPS (DONT OVER TIGHTEN)



YOU ARE NOW READY FOR THE GRAND UNVEILING



AFTER THE EVENT REVERSE THE PROCESS, SECURE THE CURTAINS IN THE BOX & RING US TO ORGANISE COLLECTION