

# 650-Metal Fab

## SALES ORDER CHECKLIST

**AZGFD**

**231432**

**CLERK    AUDITOR    General Sales Order Information**

		Purchase Order (Email referencing <i>quote #</i> , Signed Quote or Purchase Order)
		<i>Current Contact Information</i>
		<i>Ship To Address (with Current Contact Name and Number)</i>
		<i>Date - Customer expectaion (if different from standard lead time or shop specified lead time)</i>
		<i>Shop approval for date exception (If applicable)</i>

**Header Comments:**

		Entered by I/M XXXXXX
		Customer Contact
		Email
		Phone Number ( <i>Cell Phone, Office, &amp; Back up if available</i> )
		Attn Shop ( <i>reference any special call outs , details i.e. delivery, manufacturing details, etc.</i> )
		Reference DES File, Drawing # and revision #
		750 install reference Install Sales Order
		250 setup -on delivery will be needed

**Line Items:**

**Standard Metal Products:**

		Powdercoat Color (Verify color)
		If the product has multiple parts that require separate call-outs (i.e. Base: Signal Brown RAL 8002, Tops: Wabash Brown)
		Color other than a standard color, item has been RCOM'd with freight quote has been obtained for shipping of non-std color (Wabash, Bunger, etc.)

**RCOM Items:**

		RCOM date falls within 60 days of the sales order date
		RCOM # is the most current version and includes all correct information as being ordered by the customer (the laminate matches that on the worksheet, etc.) See some examples below ( <i>Correlates w/ most recent drawing</i> ) <i>(Wood stain, laminate, drawer/cabinet pulls, powdercoat, and any other details specific to the project must be included)</i>
		The most recent drawing revision is the one approved and RCOM'd. (Must include drawing and approval)
		Email Correspondance Supporting any changes (Shop/Customer/Sales Rep)

**Install:**

		Signed Drawing or Email from Mr. Hillebrand with Install charge
		Email correspondance from customer verifying date of Install
		Reference RCOM Sales Order in Install Sales Order