

690-Wood Shop SALES ORDER CHECKLIST

ASPC Florence

235901

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, & 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 Wood Products:

		Laminate or Stain is called out (Verify color/laminate is a STD color)
		Colors other than standard color, that has been RCOM'd or shop approval that the color is acceptable
		All CALLOUTS are indicated and verified with the customer. Edge details, right or left return for desk products, pulls, grommets, grommet location, modesty panels, locks, pedestal details, and fabric if applicable

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