

Order Submittal Checklist

Prior to Placing Order	
<input type="checkbox"/>	<p>24-hour Jobsite Contact Information</p> <ul style="list-style-type: none"> - This information is essential regardless of where you are shipping your order. - Include contact name and phone number. Email addresses are not necessary.
<input type="checkbox"/>	<p>Finish Approval Information</p> <ul style="list-style-type: none"> - All samples will require a sample number which begins with an “N” for Neenah or a “T” for Two Rivers. - Entering one of our standard colors like “Fruitwood” is not acceptable. - If you have a clear finish and you are waiving the sample – you can check the “Clear Finish Waiver” box under the Finish tab.
<input type="checkbox"/>	<p>Notes Fields – Use Appropriately</p> <ul style="list-style-type: none"> - Notes fields should not be used unless absolutely necessary. - These fields alert the mill to special processes and additional charges may apply. Call first before using.
<input type="checkbox"/>	<p>“Lock Not Found” or “Template Not Found”</p> <ul style="list-style-type: none"> - Make sure you have checked both lists containing available templates before selecting “not found”. - When selecting “Lock or Template Not Found” please include the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Manufacturer <input type="checkbox"/> Lock/Device Number <input type="checkbox"/> Template Number <input type="checkbox"/> Send in the template with clear notation regarding the order it belongs to.
<input type="checkbox"/>	<p>All Shipping Information Entered After Selecting “Place Order”</p> <ul style="list-style-type: none"> - Do not use the Header Tab for any shipping information. This is an internal tab and should be ignored. - Make sure the shipping address is correct. If the order is shipping to the jobsite, select “One Time Ship To” from the drop down menu.
<input type="checkbox"/>	<p>Print Order and Proof Against Schedules</p> <ul style="list-style-type: none"> - Taking the time prior to submittal to carefully review the order will pay off later. - Due to the expedited lead time you receive with Eggers Online, any revisions made after the order is submitted will likely entail not only revision charges, but labor and material costs as your product enters manufacturing almost immediately.
<input type="checkbox"/>	<p>Pricing Approved Prior to Placing Order</p> <ul style="list-style-type: none"> - Any discrepancies or questions concerning pricing must be dealt with prior to placing your order. - After the order is submitted, pricing cannot be changed. Once you submit your order you have accepted the pricing. - Call Todd Andrus at 920.722.6444 Ext. 126 or email him at tandrus@eggersindustries.com after order entry but prior to submittal with pricing questions, clarification or special pricing entry. Please include Job Name, Order Number and Quote Number in all email communication.
<input type="checkbox"/>	<p>Place Order</p>