

Contract Sales Order Checklist

Trendway GSA / State Contract Dealers



The following is a list of information required on each GSA/State Contract order.

- Correct Contract Number on order (Trendway's GSA number GS-29F-0165G or State contract number)
- Vendor name: Trendway listed exclusively on first line (unless Trendway's address is listed)
- Installation listed on PO or attached specification sheets (GSA required only) (or comment about Agency doing their own or bidding separately)
- SIN numbers listed separately on PO or attached specification sheet (GSA only)
- Correct part numbers with complete color choices
- Pricing correct
- Delivery date possible
- Permission to split ship/split invoice if applicable
- Open Market items identified on PO or attached specification sheet (GSA only)
- Bill to and Ship to addresses must be listed on PO (changes must be authorized by Agency)
- Remit to address on PO (Unless Trendway's address is listed in Contractor/Vendor block)

The following is additional information needs to be included on the PO or on a cover sheet with the order before we will be able to enter the order in our system. Missing information could result in a later ship date.

Colors:

Fabric	_____	Laminate	_____
Flipper door	_____	Edge	_____
Tackboard	_____	Accent	_____
Trim	_____	Glaze color	_____
Vinyl	_____	Upholstery	_____

For TrendWall:

Drawing/quote number _____ or needs to be quoted: Yes

Ceiling Height _____ Glass line _____

Vinyl _____ Electrical requirements _____

Other options must also be listed, such as grommet locations, options on chairs, or any other options available.

Call _____ hours before delivery. Xpress 30-45 days 46-90 days

Contact Name _____ Number _____

Requested ship date _____ Requested delivery date _____

Additional comments: _____
