



Project Order Checklist

Attachment I

GENERAL PROJECT INFORMATION

Date Submitted:	Acct Manager		
Project Name:			
Project Address:	City:	State:	Zip:
Ship To Address:	City:	State:	Zip:
Market Segment:	Construction Type:		
Delivery Target Date:	Field Measurement Survey Required?		

CLIENT BILLING INFORMATION

Client Name:			
Client Address:	City:	State:	Zip:

CLIENT CONTACT INFORMATION

	Contact Name	Contact Email	Contact Phone
Intro Letter Contact:			
Accounting Contact:			
Contracts Contact:			
Project Contact:			

CONTRACT TYPE

PO Contract Sales Agreement Other:

VERIFICATION

<input type="checkbox"/> Quote(s): Values match Contract/PO Values?	<input type="checkbox"/> PO/Contract: Correct Products for correct Division?
<input type="checkbox"/> Quote(s): Less than 90 days old?	<input type="checkbox"/> CRM: Opportunity in CRM?
<input type="checkbox"/> Quote(s): Project Info/Client Info match PO/Contract?	<input type="checkbox"/> CRM: Correct Bid lines in CRM?



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PRODUCTS ORDERED / PAYMENT TERMS

PRODUCTS ORDERED	MODEL ROOM	BULK	PAYMENT TERMS
MSTONE			
STONE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
CABINETS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
PUBLIC AREA MILLWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
MSHOWER			
PANS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
SURROUNDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
SHOWER DOORS OR GLASS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
MTERIORS			
BARN DOORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
ERT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
FURNITURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
AREA RUGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
GAINWELL			
FURNITURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Installation:		Certified Installation Company:	
Is Airfreight included?		Is Material Value Under \$5000?	
Are Special Terms Needed?	<input type="checkbox"/>	For Which Products / What Special Terms?	<input type="text"/>



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ADDITIONAL PROJECT NOTES