

Customer Check List for Non-Coordinated Orders



Orders must include **ALL** of the following:

1. Purchase Order Number and Job Name
2. Ship to Address and Call Ahead Name and Phone Number
3. Estimate Number - if any
4. Door Specifications Sheet attached
5. Uniform Numbering System / all Schedules
6. Door Schedule
(incl. Dr#, Size, Swing, Rating, Elevation reference)
7. Hardware Schedule
(incl. Dr#, Size, Swing, Rating)
8. Frame Schedule
(incl. Dr#, Size, Swing (show reverses), Rating)
9. Hardware Locations (incl. Hinge Backset)
10. Templates or Template List
11. Door Elevations