

Order Guide Lines



To help process orders in efficient and precise manner. Please make sure your order includes the following info:

① Company Info

- Company Name
 - Billing Address
 - Phone Number
 - Billing Address
 - AP Contact Name
 - AP Contact Email
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② Project Info

- Contact Name
 - Contact Email
 - Shipping Address or Will Call
 - Projected Install Date
 - Project Name
 - Vertical Market
 - Quote #
 - Quote Drawing #
-

③ CaseGoods Info

- Part #
 - Item Description
 - Finish
 - Edge
 - Layout Info
 - Pull
 - Lock / Keyed Alike
 - Options
 - Tack Board Fabric
-

④ Confernce Table Info

- Part #
 - Item Description
 - Finish
 - Edge
 - Power Module
 - Bases
 - Options
-

⑤ Seating Info

- Part #
- Item Description
- Finish
- Options
- Fabric - Manufacture/Pattern/Color
- Is there a hold on the Fabric? Refernce #?
- COM - Ship Date/Manufacture/Pattern/Color
- Multi-Fabric Layout