

# GENERAL & PSD ORDER FORM rev2013.10.24

[GSP#: \_\_\_\_\_]

COMPLETE: \_\_\_\_\_ ]

**A) ENTER MAIN INFO**

<b>CUSTOMER NAME</b>	
<b>PHONE #</b>	
<b>EMAIL (or FAX #)</b>	
<b>ORDER DATE</b>	
<b>Job Name (or PO #)</b>	

USE THIS GENERAL ORDER FORM FOR NOTES, ENTERING MATERIALS, PATIO SCREEN DOORS, SPECIAL ORDERS AND REPAIRS AS WELL AS FOR DRAWING ANGLES (DRAW ALL DIMENSIONS AND INSIDE DIAGONAL DIMENSIONS IF GREATER THAN 3 SIDES) AND ARCHES (MUST BE CONSTANT RADIUS ARCH AND DRAW ALL DIMENSIONS INCLUDING UP THE MIDDLE DIMENSION).

**B) ENTER (GENERAL) ORDER DETAILS AND NOTES**

SEE ATTACHED	PAGES WITH DIMENSIONS OF	SCREENS
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**C) ENTER PSD ORDER**

<b>1) COLOR</b> <input type="checkbox"/> WHITE <input type="checkbox"/> BRONZE <input type="checkbox"/> MILL (UNPAINTED) <input type="checkbox"/> ALMOND <input type="checkbox"/> SANDSTONE  <b>2) PSD FRAME</b> <input type="checkbox"/> STANDARD EXTRUDED <input type="checkbox"/> HEAVY DUTY EXTRUDED  <input type="checkbox"/> <small>^Heavy Duty recommended for^ Width over 36" and Height over 80"</small>	<b>4) WHEELS</b> <input type="checkbox"/> STEEL WHEELS (2 on T, 2 on B) <input type="checkbox"/> PLASTIC WHEELS (2 on T, 2 on B) <input type="checkbox"/> [NO WHEELS]  <b>5) BUGFLAP</b> <input type="checkbox"/> BUGFLAP <input type="checkbox"/> [NO BUG FLAP]	
<b>3) HANDLE</b> <input type="checkbox"/> HANDLE (at MIDDLE) <input type="checkbox"/> [NO HANDLE]	<b>6) MESH ...{ASK ABOUT VISIBILITY!}</b> <input type="checkbox"/> CHARCOAL FIBERGLASS <input type="checkbox"/> GRAY FIBERGLASS <input type="checkbox"/> ALUMINUM, BRITE <input type="checkbox"/> ALUMINUM, CHARCOAL <input type="checkbox"/> SOLARSCREEN, CHARCOAL <input type="checkbox"/> PETSREEN, BLACK	

Our rule of thumb suggestion for PSD size is to add 3/8" to the clear opening height and 2" to the clear opening width. This rule of thumb does not work in all situations AND REQUIRES THAT THE TOP TRACK IS AT LEAST 7/16" DEEP.

ITEM#	WIDTH (INCHES)	HEIGHT (INCHES)	QTY
1			
2			
3			

**ADDITIONAL INSTRUCTIONS**

**D) SELECT OPTION AND IF PLACING ORDER, SIGN APPROVAL**

<input type="checkbox"/> <b>QUOTE ONLY</b>	I UNDERSTAND THAT MY ORDER WILL NOT BE PROCESSED UNTIL I APPROVE THE QUOTE. ORDER LEAD TIME DOES NOT BEGIN UNTIL QUOTE IS APPROVED.
<input checked="" type="checkbox"/> <b>PLACE ORDER</b>	X I APPROVE THIS ORDER AND AGREE TO PAY FOR IT IN FULL WHEN COMPLETE.