

# Large Order / Special Circumstance Checklist

(Return to Ferrell Mittman Customer Service)

Company/ Client: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Fax #: \_\_\_\_\_

# of Items: \_\_\_\_\_

Email: \_\_\_\_\_

Order/Ack.# \_\_\_\_\_

INSTALL DATE: \_\_\_\_\_

Maximum Lead Time from receipt of all requirements met: \_\_\_\_\_

Partial Ship:  Yes  NO

Fabric ETA: \_\_\_\_\_

Ship Complete:  Yes  NO

Request SFA  Yes  NO

Send To: \_\_\_\_\_

Request CAD  Yes  NO

Send To: \_\_\_\_\_

Trucking Company: \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Shipping Special Instructions: \_\_\_\_\_

Pre-Paid

3<sup>rd</sup> Party

Carton:  Yes  NO

Prototype Required:  Yes  NO

Prototype Completion Date: \_\_\_\_\_

Sit Test Required:  Yes  NO

Sit Test Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Showroom Rep. Completed By: \_\_\_\_\_

Date: \_\_\_\_\_