



PROJECT SPECIFICATIONS & PAYMENT PLAN

DATE: _____

CUSTOMER: _____

ADDRESS: _____

Dear: _____

Special Order #: _____

*Total: \$ _____

PROJECT SPECIFICATIONS: _____

It is our pleasure to submit specifications and plans to:

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This proposal is valid for 30 days.

*Pricing is subject to change due to unforeseen circumstances. You will be consulted should pricing need to be adjusted.

PAYMENT:

Required Deposit: \$ _____

Due at Delivery: \$ _____

*All change order balances are due at the time a change is requested.

Purchaser's Signature: _____ Date: _____

INQUIRIES: _____

Sales

_____ (o)
_____ (c)

Installation/Service

Jon Vermillion
812-941-2920 (o)
502-727-5216 (c)

Delivery

Greg Milburn
812-542-2979 (o)
502-379-0488 (c)



Special Order Terms & Conditions

Special Order # _____

Thank you for selecting your building products from PC. Your satisfaction is very important to us. If you have any questions regarding your order, please consult with your sales person or ask to speak with a manager.

Specifications

initial

To ensure everything is ordered accurately, please be certain you read and fully understand all the descriptions and specifications including sizes, colors, price, quantities, etc.. This information will be provided to you in other documents that will also require your signature.

Non-returnable Item

initial

Most special order items today are made to order and therefore are non-returnable. Most items are ordered and manufactured specifically for you are non-returnable. Installed items are non-returnable.

If you are unsure of the returnability of any item consult with your salesperson.

* Payment Terms

- Orders less than \$500 require full deposit.
- Orders over \$500 require 50% deposit and must be paid in full before delivery.
- Installed orders require 50% deposit, 50% before delivery.

Installs come with a one year limited workmanship warranty

* Orders must be picked up within 2 weeks of notice the material is in. Material not picked up with 2 weeks may be returned to vendor with a restocking charge.

* Minimum delivery charge \$50

I have read and agree to the terms above, and I have reviewed my order for accuracy.

Customer's Signature Date

Salesperson's Signature Date

Customer's Name (please print)

Salesperson's Name (please print)

Customer's Email Address

Salesperson's Email Address



FLOORING INSTALL REQUIREMENTS

Special Order # _____

The following information must be filled out in the header screen of Point of Sale (POS)

- Customer's name / Job name for builders
- Street Address
- City
- State
- Zip Code
- 2 phone numbers (minimum)
- Email Address

Customer paperwork that must be turned in before order will be processed

- Flooring Install Checklist
- Point of Sale (POS) Document
- Project Specifications & Payment Plan (Signature Required)
- Special Order Terms & Agreement (Signature Required)



FLOORING INSTALL CHECKLIST

Special Order # _____

PC Customer Scope of Work

- Measurement of Job
- Existing Floor Tear Out (carpet, vinyl, wood, laminate)
- Floor Preparation _____
Description Required
- Move Furniture *- PC will not move pianos, electronics, freezers & pool tables* _____
Initial
- Ice Maker (disconnect / reconnect)
- Plumbing Disconnects _____
Description Required
- Install Shoe Molding (clear, prefinished, primed, painted white)
- Transition Pieces (reducer, bullnose, flat, _____)
Other
- Transition Pieces (clear / prefinished)
- Grout
- Seal Grout
- Doors (cutdown / rehang)
- Floor Registers (existing, drop-in, flush mount)

Special Notes: _____

