



# PROJECT SPECIFICATIONS & PAYMENT PLAN

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

CUSTOMER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Dear: \_\_\_\_\_

Special Order #: \_\_\_\_\_

\*Total: \$ \_\_\_\_\_

## PROJECT SPECIFICATIONS: \_\_\_\_\_

It is our pleasure to submit specifications and plans to:

|  |  |
|--|--|
|  |  |
|--|--|

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



# WINDOW & DOOR 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***

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



# WINDOW & DOOR INSTALL CHECKLIST

Special Order # \_\_\_\_\_

PC Customer Scope of Work

- Measurement of Job
- Delivery
- Trim & Caulk Exterior
- Trim Interior
- Painting / Staining
- Alarms (disconnect / reconnect)
- Electrical Outlets (remove / add)
- Brick Removal
- Cut Back Shrubs
- Clean Glass
- Removal and Disposal of Old Units
- Shutters (remove / reattach)
- Air Conditioner Units (remove / replace)
- Insulate Air Pockets
- Move Furniture
- Curtain / Drape (remove / reinstall)

**Special Notes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_