

ACCEPTANCE OF ORDER & CHECKLIST

Before we can commence with manufacture we require the attached Confirmation of Delivery to be thoroughly checked and signed off by yourselves. As well as a general check to your drawings and specification please use this list to ensure no small details are missed. Please mark corrections on the attached Confirmation of Delivery and return together with this form, if no changes are noted we will continue with manufacture as per the Confirmation of Order.

Project Name:

Order No:

Project Co-Ordinator:

- ☐ Correct internal and external frame, glazing bead and glazing spacer colour
- ☐ Quantities are correct & all ordered items are included
- ☐ 'Project Specific Notes' have been read and are agreed
- ☐ Have you advised/confirmed if any windows are required for means of escape
- ☐ Requirement for background ventilation has been met by the trickle vents provided
- ☐ Safety glazing has been allowed for where required
- ☐ Delivery address correct with relevant contact person (please note a FULL postcode and mobile phone number is required)
- ☐ Finished frame sizes are correct
- ☐ Setback dimension has been provided (critical to ensure cill pressings are supplied on time)
- ☐ Prices are checked and confirmed
- ☐ I am using an VELFAC Approved Joiner:

_____ (name required to register installation warranty)

The above order is accepted without any corrections/amendments ☐

The above order is subject to corrections. Please mark corrections on the attached Confirmation of Order and return together with this form. ☐

(Late notification of changes or substantial changes may result in a delayed delivery date)

Returned on behalf of:

Print name:

Signed

Date:
