

Creating Sales Orders in Praxis

Outline of process:

1. *Verify price matches what was quoted.*
 2. *Discuss price with manager if quote is older than 30 days.*
 3. *Save Purchase Order and email chain to the sales folder.*
 4. *Mark the building as sold in Praxis.*
 5. *Fill out the Building Order Sheet and Sales Release in Praxis.*
 6. *Fill out the building handoff documents which include the Project Coordinator Handoff Document, Long Lead Form, and Color Selection Sheet.*
 7. *Send the Project Coordinator Handoff Document to the Project Coordinator.*
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- When we receive a PO, start by verifying that the price on the PO matches what we have in Praxis. If this PO is sent via DocuSign or another document signing service, ask the sender to make the Sales Manager the signer if you are not the Manager. More commonly, you'll see a PO email like the one below:

New Order PO R342002673 // Custom Restroom Trailer Fluor Marine Propulsion- INL 24.


Tracy Willard <Tracy.Willard@MOB
 To Mitch Quintana
 Cc Brooke Jorgensen; Steve Haynie; Dan Atkinson; Jeffrey Powell

Thu 5/8/2025 10:22 A

NW-0061-2025_DealerQuote_250303.pdf
 240 KB

NW-0061-2025_SpecSheet_250303.pdf
 142 KB

P342002673_1746714017671.pdf

Hey, Mitch.

Attached is the PO for Steve's Fluor Marine Propulsion Restroom Facility. Please let us know if you need anything else. Thanks and have a wonderful day!

Tracy Willard

Project Coordinator | Mobile Modular

t: 912.309.9913 | tracy.willard@mobilemodular.com

- Open the PO and compare the PO price and version numbers in Praxis match the PO. In the image below the base price matches. The customer supplied the quote with the PO to verify version number. Remember that any change gets rounded to the nearest whole dollar on the quote in Praxis when printed.

Purchase Order

To	Ship To	Bill To
Northwest Building Systems 405 E. BOEING LANE Boise, ID 83716 Contact: Phone: Fax: Email:	Boise 4055 South Eagleon Road Boise, ID 83705 Phone: (208) 362-7587 Fax: Accounts Payable@mncr.com	Mobile Modular Manager Corporation 5700 Las Postas Road Livermore, CA 94551 Phone: 208-344-3527

Product Information

Line Sku#	Description	Tax	Qty	U.M.	Unit Price
8824	Custom 1 Floor Building	N	1	EA	\$164,624.00
2 2777	Custom 1 Floor Building Plan	N	1	EA	\$0.00
3 103719	Custom 14x65 INL Restroom Facility per Quote NW-0061-2025, SN 25143 Painted Fiber Cement Skirting	N	1	EA	\$2,050.00

Order Placed By

Tracy Willard Email: tracy.willard@mobilemodular.com Phone: (208) 362-7587 Fax:	Approved By: _____ Dated: _____
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Special Notes

Build in accordance with the above referenced quote & current IBC, final drawings must be submitted for approval. Coded for State(s)/ID Offline date is: Mid-August 2025. MSC's & Labels must be submitted to MMIC and are required for payment. *PLEASE SEND HARD COPIES TO: 1000 10TH AVENUE, SUITE 1000, BOISE, ID 83701 OR 5700 LAS POSTAS ROAD, LIVERMORE, CA 94551*** "Fluor Marine Propulsion INL RR 242001191***".

Special Terms & Important Contractual Information

The purchase order is governed by the P.O. Terms and Conditions and superseded by the Master Agreement. To expedite the processing of your invoice, please email it to Accounts.Payable@mncr.com. You will need to include the PO number on your invoice. If you have questions regarding payment, please email AP@mncr.com.

Estimate Entry

NW-0061-2025	Ver. 3 of 3				
21-Feb-25	Creation Date: 21-Feb-25	Date Sold:			
14x65 INL Restroom Facility	Location:				
Open	Open				
0125	Customer:				
about this building	Add/Edit Stories				
STORM	Height: 11	Width: 14	Length: 65	Interior Wall: 25	# of Stories: 1
Mitch Quintana	Phone: 208-344-3527				
Mobile BOISE	Approvals/Inspections: \$1,922.00				
Steve Haynie	Engineering (Sub Con): \$0.00				
Mobile Modular Management Corporation	Engineering (Internal): \$1,800.00				
5700 Eagleon Road	Service Allowance: \$1,800.00				
Livermore, CA 94551	Contingency: \$3,203.00				
State: ID Zip: 83705	FedEx: \$50.00				
30	MBI Seal: \$30.00				
	Waste: .0200				

Total cost for this estimate: **\$184,824.33**

Factor Info

State to Use: ID	ID
Difficulty:	4
State Factor:	0.50
Customer Rating:	1
Calc Factor:	0.50
Override Factor:	0.00

Expand Factor

The Calc Factor will be used if the Override Factor is 0.

Buttons: Version History, Preview Dealer Quote, Preview Unit Extension Sheet, Save

3. If options were taken, verify the option price is also correct. Options also are rounded to the nearest whole dollar so the option below rounds to \$2,052 on the quote.

The screenshot shows a purchase order for a 14x65 INL Restroom Facility. The order details include:

- To:** Northwest Building Systems
- Ship To:** Boise
- Bill To:** Mobile Modular Manager Corp
- Product Information:**

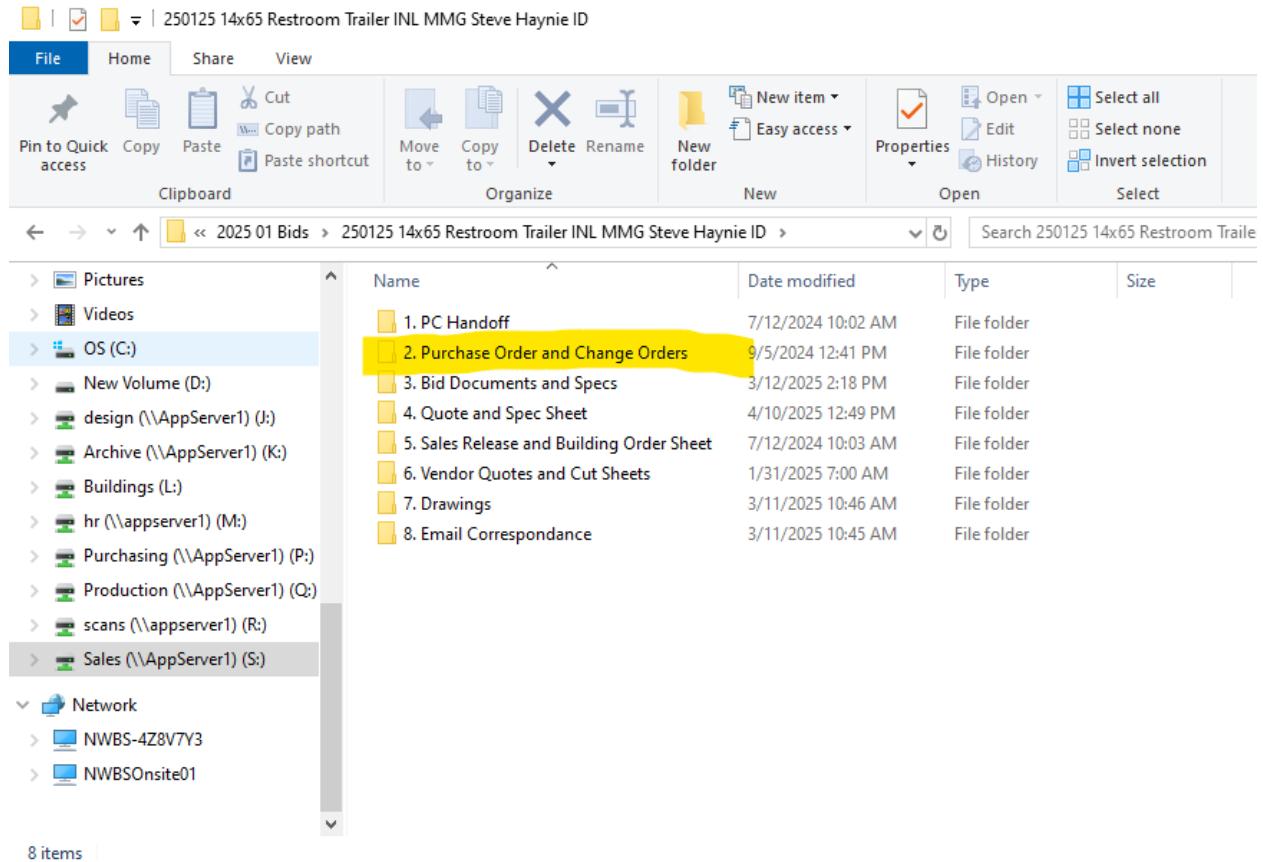
Line Sku#	Description	Tax Qty	U.M.	Unit Price
1 8828	Custom 1 Floor Building	N 1	EA	\$184,824.00
2 27777	Special Custom Floor Plan	N 1	EA	\$184,824.00
3 103719	Custom 14X65 INL Restroom Facility per Quote NW-0061-2025; SN 25143	N 1	EA	\$2,052.00
- Options:**
 - PAINTED FIBER CEMENT SKIRTING (NO SHEATHING OR FRAMING)
 - AND PIER FOUNDATION PLAN (ENGINEER'S STAMP ONLY).
- Order Placed By:** Tracy Willard
- Approved By:** _____
- Dated:** _____
- Special Notes:** Built in accordance with the above referenced quotes & current IBC; final drawings must be submitted for MM approval by August 1st. Orders placed after Mid-August will be subject to a \$100.00 late fee.
- Special Terms & Important Contractual Information:** The purchase order is governed by the P.O. Terms and Conditions and superseded by the Master Agreement. To expedite the processing of your invoice, please email it to Accounts.Payable@mngc.com. You will need to include the PO number on your invoice. If you have questions regarding payment, please email AP@mngc.com.

4. WHEN NUMBERS ARE VERIFIED AND YOU ARE READY TO CONVERT TO A SALE, ASK THE REST OF THE SALES TEAM IF THEY ARE TRYING TO ADD A PO AT THIS TIME. ONLY ONE PERSON SHOULD BE CREATING A PO AT A TIME TO BE SURE BUILDING NUMBERS LINE UP PROPERLY.
5. Go to the quote folder your bid documents are saved in. Your quote folder number should be in the quote notes in Praxis.

The Estimate Entry screen displays the following information:

- Quote Number:** NW-0061-2025
- Ver:** 3 of 3
- Building Description:** 14x65 INL Restroom Facility
- Quote Status:** Open
- Quote Notes:** 250125
- Basic information about this building:** (This section is currently empty.)

6. Add the PO to the purchase order folder.



7. Update the Email Correspondence folder with any email communication or additional details not already stored (including the email chain the PO is on).
8. Add any building specific cut sheets in the Vendor Quotes and Cut folder.
9. **You are ready to process the PO in Praxis. Double check that the PO, and quote numbers match before proceeding!**

10. Back in Praxis, Move the quote status to sold then add the date sold.

Quote Number: NW-0061-2025 Ver: 3
Desc: 14x65 INL Restroom Facility

Search Quote Quote Details Options Notes

Estimate Entry

Quote Number: NW-0061-2025 Ver: 3 of 3

Quote Received: 21-Feb-25 Creation Date: 21-Feb-25 Date Sold: 08-May-25

Building Description: 14x65 INL Restroom Facility

Quote Status: Sold

Quote Notes: 250125

Basic information about this building

11. Press Save.

12. Add how many buildings (****NOTE WE ARE TALKING BUILDINGS AND NOT MODS****) are being sold and be sure the number of serial numbers matches the number of buildings. For NWBS, number of buildings and number of serial numbers will always be the same. Number of mods doesn't matter here. Press the generate serial numbers button when entered.

Preparing Sales Release & Building Order Sheet

Generate Serial Numbers, Sales Release & Building Order Sheet

How Many Buildings Are Being Sold? 1

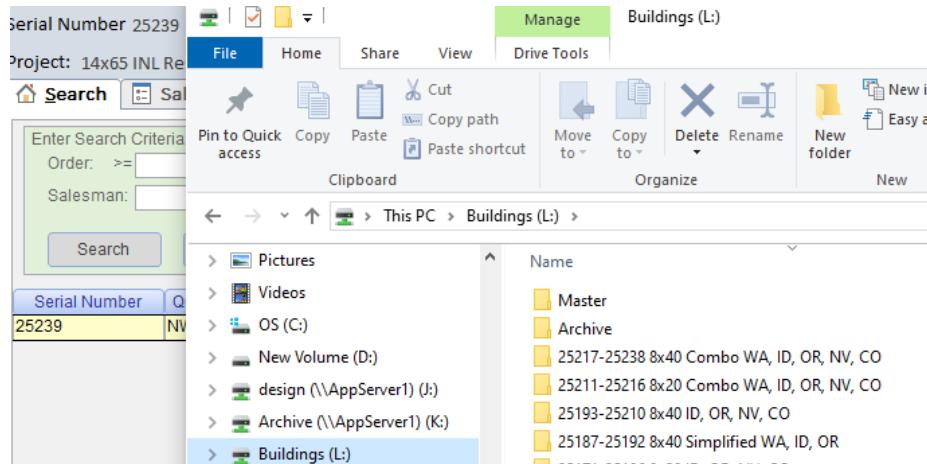
How Many Serial Numbers Do You Want To Create? 1

Generate Serial Numbers

Quote Number	Indiv SN	Serial Number	Sold	Description
NW-0061-2025			05/08/2025	14x65 INL Restroom Facility

13. Press Yes when asked if you'd like to proceed with generating a serial number.

14. Make sure the serial number matches what is expected. In the image below, 25238 is the last building number filed and the serial number given to us is 25239 which is to be expected.



15. Choose to view the Sales Release/Building Order sheets.
 16. Go to the Options tab and select any options that were on the PO. Decline any options that weren't picked up.

Line Sku#	Description	Tax Qty	U/M	Unit Price	Ext Total
1 8828	Custom 1 Floor Building	N 1	EA	\$184,824.00	\$184,824.00
2 27777	Special Custom Floor Plan	N 1	EA	\$2,052.00	\$2,052.00
3 103719	Painted Fiber Cement Skirting	N 1	EA		Total: \$186,876.00

17. Go to the building order sheet and click Save.

Serial Number 25239	Quote Number: NW-0061-2025	Total Price: \$186,876.00	Go To Quote	New	Quit
Project: 14x65 INL Restroom Facility			Customer: Mobile Modular Management Corporation		
Search		Sales Release		Building Order	Options
Serial Number: 25239		Quote Number: NW-0061-2025		Description: 14x65 INL Restroom Facility	
Building Type: CUSTOM		Sales Rep: Mitch Quintana		Date: 5/9/2025	PO Number:
Dealer: Mobile Modular Management Corporation		Dealer Branch: MOBMOD-BOISE		Dealer Rep: Steve Haynie	Tags: Tags
BLDG Size: Width: 14 Length: 65 # Bldgs: 1 MOD Size:				Occupancy:	State Tags
Special Materials: TT&P: <input type="checkbox"/> Sprinklers: <input type="checkbox"/> Plumbing: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/>					
Schedule Information: LDs: <input type="text"/> Long Lead: <input type="text"/> Prints Due: <input type="text"/>			Promised Delivery Date: <input type="text"/>		
Building Order Information:					
Material Cost: <input type="text"/> \$85,303.59		Factor: <input type="text"/> 0.500		Factored Cost: <input type="text"/> \$184,824.00	
Waste: <input type="text"/> .0200		Weighted Factor: <input type="text"/> 0.500		Approvals: <input type="text"/> \$1,922.00	
Engineering (Sub Con): <input type="text"/> \$0.00		Engineering: <input type="text"/> \$1,800.00		Service: <input type="text"/> \$1,800.00	
Contingency: <input type="text"/> \$3,203.00		Fedex: <input type="text"/> \$50.00		MBI Seal: <input type="text"/> \$30.00	
Options:					
Date	Option Description	Qty	Size	Factor	Unit Price
► 05/09/25	O&M Submittals	1			\$2,000.00
05/09/25	NWBS SUPPLIES PAINTED FIBER CEMENT SKIR	1		0.50	\$2,052.00
Red Line Changes:					
Date	Red-line Changes	CO	Init	Factor	Price Adjust
Options Totals: <input type="text"/> Weighted Factor: <input type="text"/> 0.500 Price: <input type="text"/> \$4,052.00					
Redline Totals: <input type="text"/> Weighted Factor: <input type="text"/>					
Redlines [<] [>] [<<] [>>] No Filter Search					
Save Print Pricing Sheet					

18. Verify that the New Total matches the PO total.

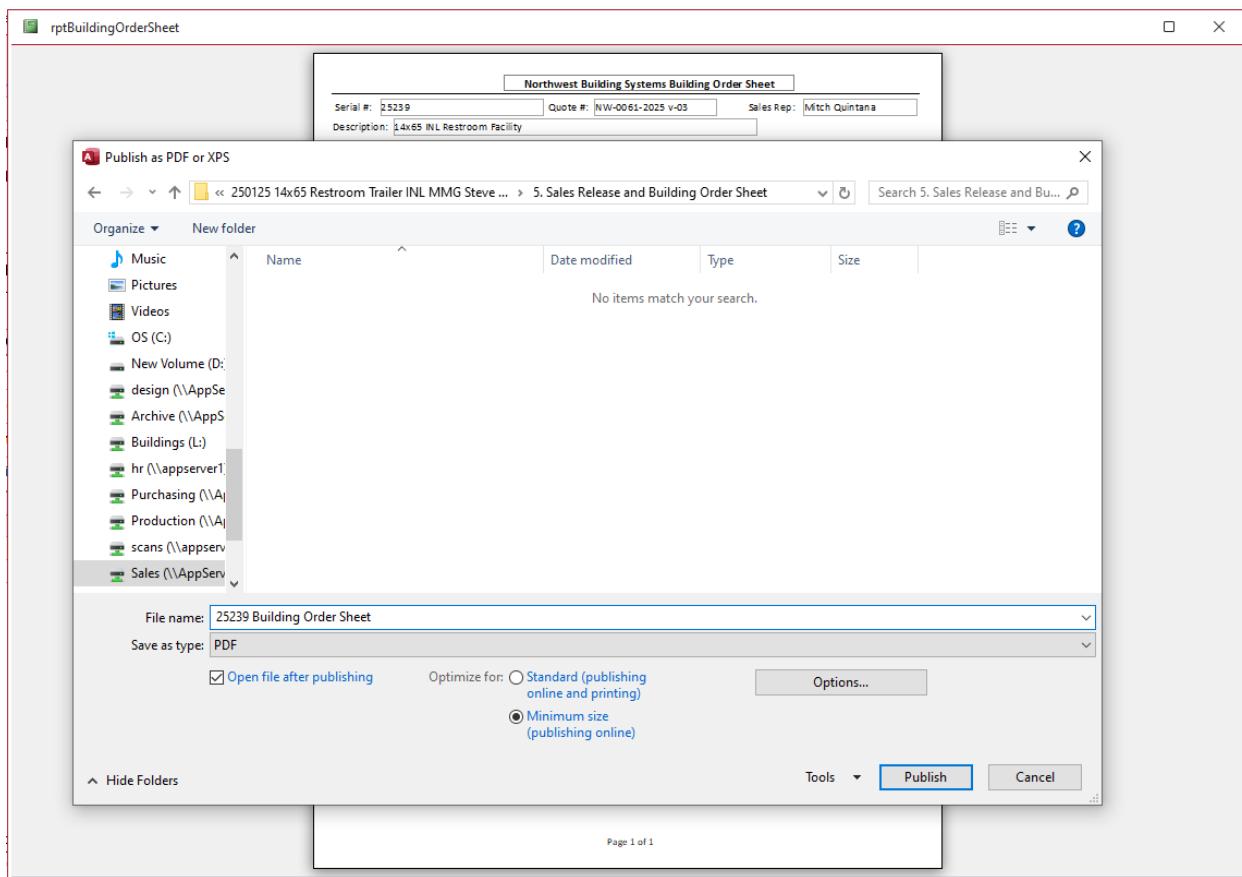
Total Price:	\$186,876.00	Go To Quote	Quit																
Mobile Modular Management Corporation																			
<input checked="" type="checkbox"/> Redlines																			
161-2025	Description: 14x65 INL Restroom Facility	New Total:	\$186,876.00																
Tana	Date: 5/9/2025	PO Number:	Project Number:																
Dealer Branch: MOBMOD-BOISE		Dealer Rep: Steve Haynie	Tags: <input type="text"/>																
Size: <input type="text"/>		Occupancy: <input type="text"/>	State: <input type="text"/>																
er: <input type="text"/>		Other: <input type="text"/>																	
Prints Due: <input type="text"/>		Promised Delivery Date: <input type="text"/>																	
<table border="1"> <thead> <tr> <th>Tax Qty</th> <th>U/M</th> <th>Unit Price</th> <th>Ext Total</th> </tr> </thead> <tbody> <tr> <td>N 1</td> <td>EA</td> <td>\$184,824.00</td> <td>\$184,824.00</td> </tr> <tr> <td>N 1</td> <td>EA</td> <td>\$2,052.00</td> <td>\$2,052.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total: \$186,876.00</td> </tr> </tbody> </table>				Tax Qty	U/M	Unit Price	Ext Total	N 1	EA	\$184,824.00	\$184,824.00	N 1	EA	\$2,052.00	\$2,052.00	Total: \$186,876.00			
Tax Qty	U/M	Unit Price	Ext Total																
N 1	EA	\$184,824.00	\$184,824.00																
N 1	EA	\$2,052.00	\$2,052.00																
Total: \$186,876.00																			
By: _____																			

19. In the Building Order Sheet. Add the following to the page:

- a. Dealer's PO number.
- b. State tag(s)
 - i. Use CTRL+Select to pick multiple states
- c. Special Materials
- d. Mod Size
- e. Occupancy
- f. Promised delivery date.
- g. Note the longest lead time item's lead time to help purchasing.
 - ii. Also note in the email you send the team.
- h. Note special materials needed.
 - iii. TT&P
 - iv. Sprinklers
 - v. Plumbing
 - vi. Others

Serial Number:	25239	Quote Number:	NW-0061-2025	Description:	14x65 INL Restroom Facility	New Total:	\$186,876.00		
Building Type:	CUSTOM	Sales Rep:	Mitch Quintana	Date:	5/9/2025	PO Number:	R342002673		
Dealer:	Mobile Modular Management Corporation	Dealer Branch:	MOBMOD-BOISE	Dealer Rep:	Steve Haynie	Tags:	ID		
BLDG Size:	Width: 14	Length: 65	# Bldgs: 1	MOD Size:	139"	Occupancy:	B		
Special Materials:	TT&P: <input type="checkbox"/>	Sprinklers: <input type="checkbox"/>	Plumbing: <input checked="" type="checkbox"/>	Other: Hager 810S Overhead Drip Guard	Other: 3 Ton 15kW AC Bard W/ Economizer				
Schedule Information:	LDs:	Long Lead: Bards	Prints Due:	Promised Delivery Date: Late August					
Building Order Information:									
Material Cost:	\$85,303.59	Factor:	0.500	Factored Cost:	\$184,824.00				
Waste:	.0200	Weighted Factor:	0.500	Approvals:	\$1,922.00				
Engineering (Sub Con):	\$0.00	Engineering:	\$1,800.00	Service:	\$1,800.00				
Contingency:	\$3,203.00	Fedex:	\$50.00	MBI Seal:	\$30.00				
Options:				Red Line Changes:					
Date	Option Description	Qty	Size	Factor	Unit Price	Total Price	Import		
05/09/25	O&M Submittals	1			\$2,000.00	\$2,000.00	<input checked="" type="checkbox"/>		
05/09/25	NWBS SUPPLIES PAINTED FIBER CEMENT SKIR	1		0.50	\$2,052.00	\$2,052.00	<input type="checkbox"/>		
		Date	Red-line Changes			CO	Init	Factor	Pri

20. When finished, print the Building Order Sheet and save it to the bid folder in sales.



21. Now move to the sales release and add as much info as possible to the sales release including:

- b. Site address.
- c. Climate zone.
- d. Floor load.
- e. Occupancy.
- f. Foundation plan (if applicable).
- g. Sprinklers (if so, are we footing the bill?)
- h. WUI compliance needed?
- i. HVAC & hitch side noted?
- j. Vendor cut sheets?

Sales Release/Building Order - Home Screen - Praxis-Estimating Application

Serial Number 25239 Quote Number: NW-0061-2025 Total Price: \$186,876.00

Project: 14x65 INL Restroom Facility Customer: Mobile Modular Management Corporation

Go To Quote

Category	SubCategory	Description	Notes	Spell Check	QTY	Instructions
EXTERIOR DOOR	LOCKSET	Panic - Grade 2			3	
EXTERIOR DOOR	HARDWARE	Closer - S Parker 900 BCAL			4	
EXTERIOR DOOR	HARDWARE	Kick Plate - 10" X 34" - Stainless Steel	Interior side of door in mens and womens bathrooms.		2	
EXTERIOR DOOR	HARDWARE	Latch Guard			4	
EXTERIOR DOOR	MISC	Hager 810S Overhead Drip Guard			3	
ELECTRICAL	PANEL	Nema 3R, External, 200 Amp Single Phase W/Main	Next to Bard.		1	
ELECTRICAL	RACEWAY	Flex MI Ground			363	

22. Add any material changes due to options to the Sales Release now as well. For instance, if we optioned a class A roof, I would add densdeck or change the roof covering in the Sales Release to state class A. For the example below, I am going to note 36" skirting in the Sales Release.

Sales Release/Building Order - Home Screen - Praxis-Estimating Application

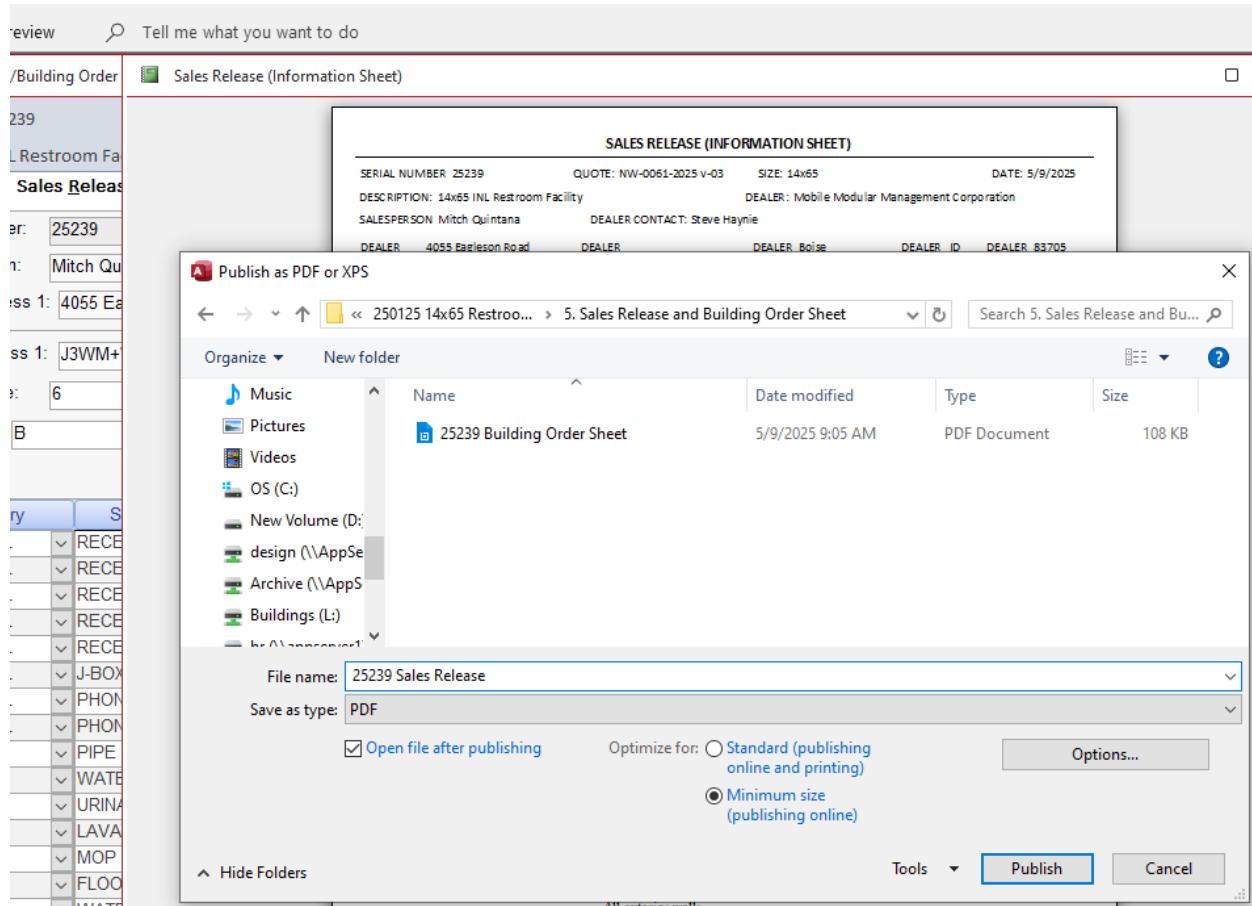
Serial Number 25239 Quote Number: NW-0061-2025 Total Price: \$186,876.00

Project: 14x65 INL Restroom Facility Customer: Mobile Modular Management Corporation

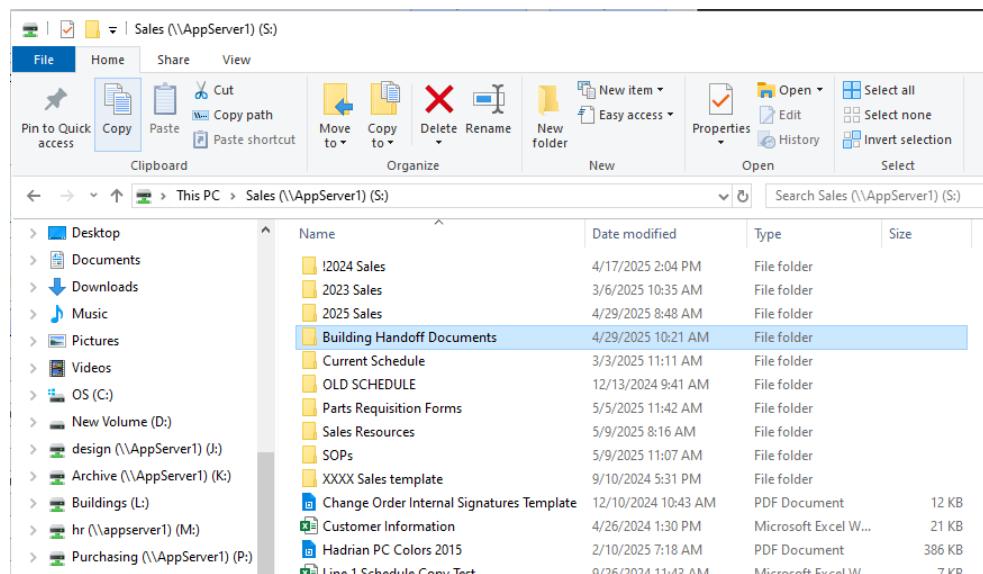
Go To Quote

Category	SubCategory	Description	Notes	Spell Check	QTY
MISC	MISC	36" Painted 5/16" Fiber Cement Board Skirting	Taken in option. Fourty sections 36"x48".	<input checked="" type="checkbox"/>	40
STATES	STATE APP	ID Approvals		<input type="checkbox"/>	1
*				<input type="checkbox"/>	

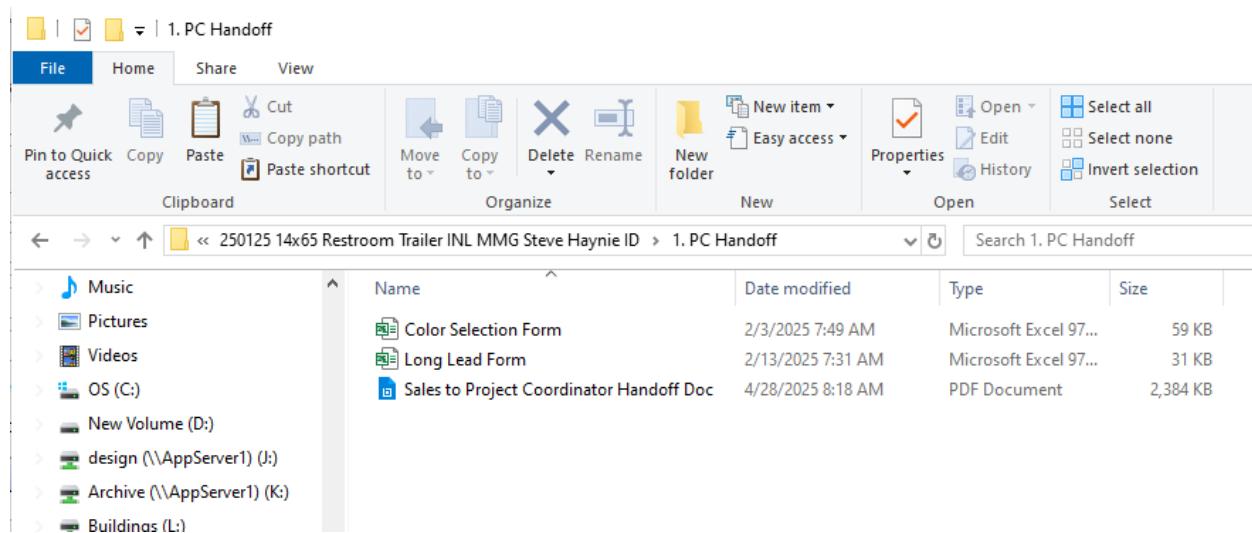
23. Save the Sales Release and print it to the bid folder in sales.



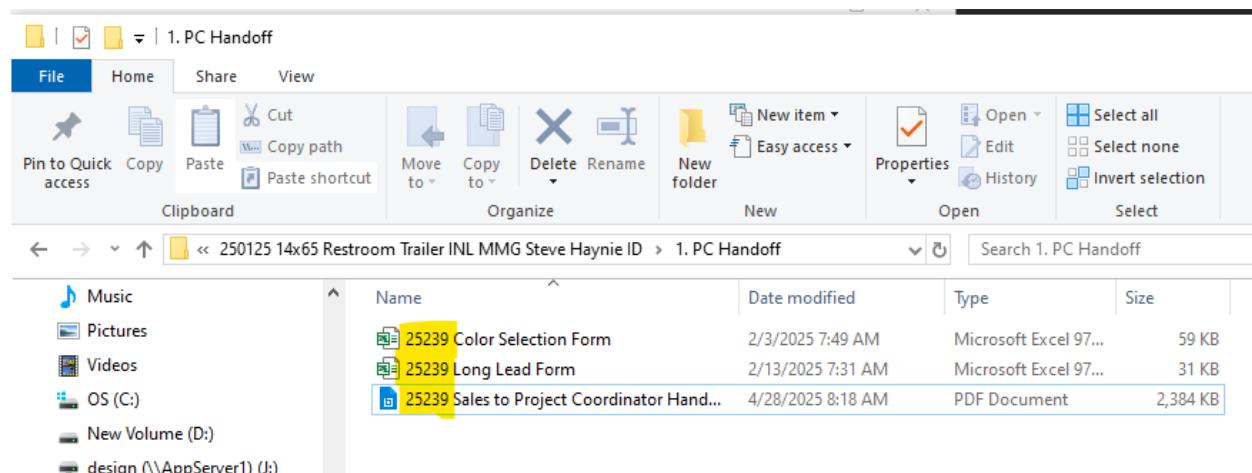
24. Once done with the Sales Release and Building Order Sheet, find the Building Handoff Documents folder in the Sales Drive.



25. Copy and paste the handoff documents into the PC Handoff sub-folder of the Bid folder.



26. Rename the handoff documents to include the building serial number(s) at the beginning of the document title.



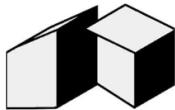
27. Open the Color Selection Form and add an X to any items that will receive a color selection. Note brands for the Project Coordinator where applicable.

<p>THE BELOW CHECKED ITEMS REQUIRE THE SELECTION OF A MATERIAL OR PAINT COLOR BEFORE ANY MATERIALS CAN BE ORDERED FOR YOUR BUILDING. PLEASE PROVIDE COLORS FOR ALL CHECKED ITEMS BELOW. STANDARD OPTION SAMPLES ARE PROVIDED. NON-STANDARD CHOICES MAY REQUIRE AN UPCHARGE.</p> <p>FLOOR COVERING:</p> <p><input type="checkbox"/> 1/8" V.C.T.: _____</p> <p><input checked="" type="checkbox"/> Roll Goods: Mohawk _____</p> <p><input type="checkbox"/> Carpet: _____</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>INTERIOR WALL FINISH</p> <p><input type="checkbox"/> Standard Paneling: _____</p> <p><input checked="" type="checkbox"/> Vinyl Covered Gypsum: _____</p> <p><input type="checkbox"/> Vinyl Covered Paneling: _____</p> <p><input type="checkbox"/> Vinyl Tackboard: _____</p> <p><input type="checkbox"/> Tape, Texture & Paint: _____</p> <p><input type="checkbox"/> Paint Color: _____</p> <p><input type="checkbox"/> Other: _____</p>	<p>THE BELOW CHECKED ITEMS REQUIRE THE SELECTION OF A MATERIAL OR PAINT COLOR BEFORE ANY MATERIALS CAN BE ORDERED FOR YOUR BUILDING. PLEASE PROVIDE COLORS FOR ALL CHECKED ITEMS BELOW. STANDARD OPTION SAMPLES ARE PROVIDED. NO</p> <p>COVE BASE</p> <p><input checked="" type="checkbox"/> Vinyl: 4" Roppe _____</p> <p><input type="checkbox"/> Rubber: _____</p> <p><input type="checkbox"/> Painted: _____</p> <p><input type="checkbox"/> Stained: _____</p> <p><input type="checkbox"/> Self Cove: (To Match Lino) _____</p> <p><input type="checkbox"/> Other: _____</p> <p>INTERIOR TRIM</p> <p><input type="checkbox"/> Standard Prefinished: (No Choice Options) _____</p> <p><input type="checkbox"/> Painted: _____</p> <p><input type="checkbox"/> Stained: _____</p> <p><input type="checkbox"/> Vinyl Trim: (To Match VCG) _____</p> <p><input type="checkbox"/> Corner Beads: _____</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other: _____</p>
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28. Open the Long Lead Form and add long lead items and expected lead times. If there are any items that have a longer lead time than state submittals take, be sure to let the Project Coordinator know in your handoff email so we can get them signed off on before customer approval of the drawings.

A	B	C	D	E	F	G	H	I
NWBS Long Lead Material Purchase Authorization								
Serial #:	25239	Size	14x65	Date:	5/9/2025	PO	R342002673	
Customer:	Mobile Modular	Cust. Rep.:	Steve Haynie		Sales Est:	Mitch		
Qty.:	Item:			Eng. Details?	Color:	Lead Time:		
1	3 Ton 15kw 1P AC Bard with Economizer				N/A	10-12 Weeks		
1	20"x12" 15kW Duct Heater				N/A	6-8 Weeks		
1	Mustee 19F Laundry Sink				White	6-8 Weeks		
1	Bathroom Partitions				TBD	6-8 Weeks		

29. Now fill out the Project Coordinator Handoff Document basic information.

 NWBS <small>'Safely building Quality structures on Schedule.'</small>	Date: <input type="text" value="5/9/25"/>		
<h2><u>Sales to Project Coordinator Handoff</u></h2>			
1. Estimator: <input type="text" value="Mitch Quintana"/>			
2. Bid Folder Number: <input type="text" value="250125"/>			
3. Building Information: <input type="text" value="14x65 RR and Wash Facility INL"/> <small>[Serial Number, Module Letters [EX: A-D], Project Size, Project Name]</small>			
4. Confirm that the Bid folder includes the following information: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Sales Release <input checked="" type="checkbox"/> Building Order Sheet <input type="checkbox"/> Cut Sheets <input checked="" type="checkbox"/> Vendor Quotes </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Emails <input checked="" type="checkbox"/> Plans <input checked="" type="checkbox"/> Color Selection Form <input checked="" type="checkbox"/> Long Lead Form </td> </tr> </table>		<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Sales Release <input checked="" type="checkbox"/> Building Order Sheet <input type="checkbox"/> Cut Sheets <input checked="" type="checkbox"/> Vendor Quotes	<input checked="" type="checkbox"/> Emails <input checked="" type="checkbox"/> Plans <input checked="" type="checkbox"/> Color Selection Form <input checked="" type="checkbox"/> Long Lead Form
<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Sales Release <input checked="" type="checkbox"/> Building Order Sheet <input type="checkbox"/> Cut Sheets <input checked="" type="checkbox"/> Vendor Quotes	<input checked="" type="checkbox"/> Emails <input checked="" type="checkbox"/> Plans <input checked="" type="checkbox"/> Color Selection Form <input checked="" type="checkbox"/> Long Lead Form		

30. Then fill out the added services the customer requested. You should know in the bidding stage if any of the following is required:

- a. Cut Sheets
- b. Physical Samples
- c. O&M Manuals
- d. Foundation Plans

5. Does this project require a Cut Sheet Manuals? Yes No

6. Does this project require a Physical Samples? Yes No

7. Does this project require a O&M Manuals? Yes No

8. For the foundation plan-Is the customer:

- Purchasing the Foundation Plan?
- Providing the Foundation Plan?
- Not Applicable

31. Lastly for the Sales to Project Coordinator Handoff document, fill out the miscellaneous information. Be sure to include the material cost, mechanical cost, and quantity of plumbing drops for the project coordinator's state submittals.

9. Miscellaneous Information:

- a. Customer desired offline date? August 30th, 2025
- b. Material & Mechanical Cost & Qty \$85,304 - \$9,650 - 33
- c. States for Insignia: ID
- d. Dealer: Mobile Modular
- e. Dealer names, Contact Numbers, and Emails for Project:
Steve Haynie; 208-841-2850; Steve.Haynie@mobilemodular.com
- f. Dealer Location: 4055 S Eagleson Road, Boise ID 83705
- g. End Location: Address: J3WM+WX Scoville, ID 83415
County: Butte County
- h. Will installation be done in a city or county? County

32. Save the Sales to Project Coordinator Handoff document when done.

33. Moving to your email, attach the handoff document, color selection form, long lead form, and PO/NTP. Email the PC, GM, Design Manager, Production Manager, Purchasing Manager, and Accounts Receivable. Include any difficulties you foresee with the building including materials, manufacturing methods, lead times, expected offline dates, etc.

Let the GM know approximate offline date so he knows what was promised to the customer.

34. DONE!!