

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.*
-

- 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
 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: | Bose 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: _____ |
|--|------------------------------------|

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 83702 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.

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:**

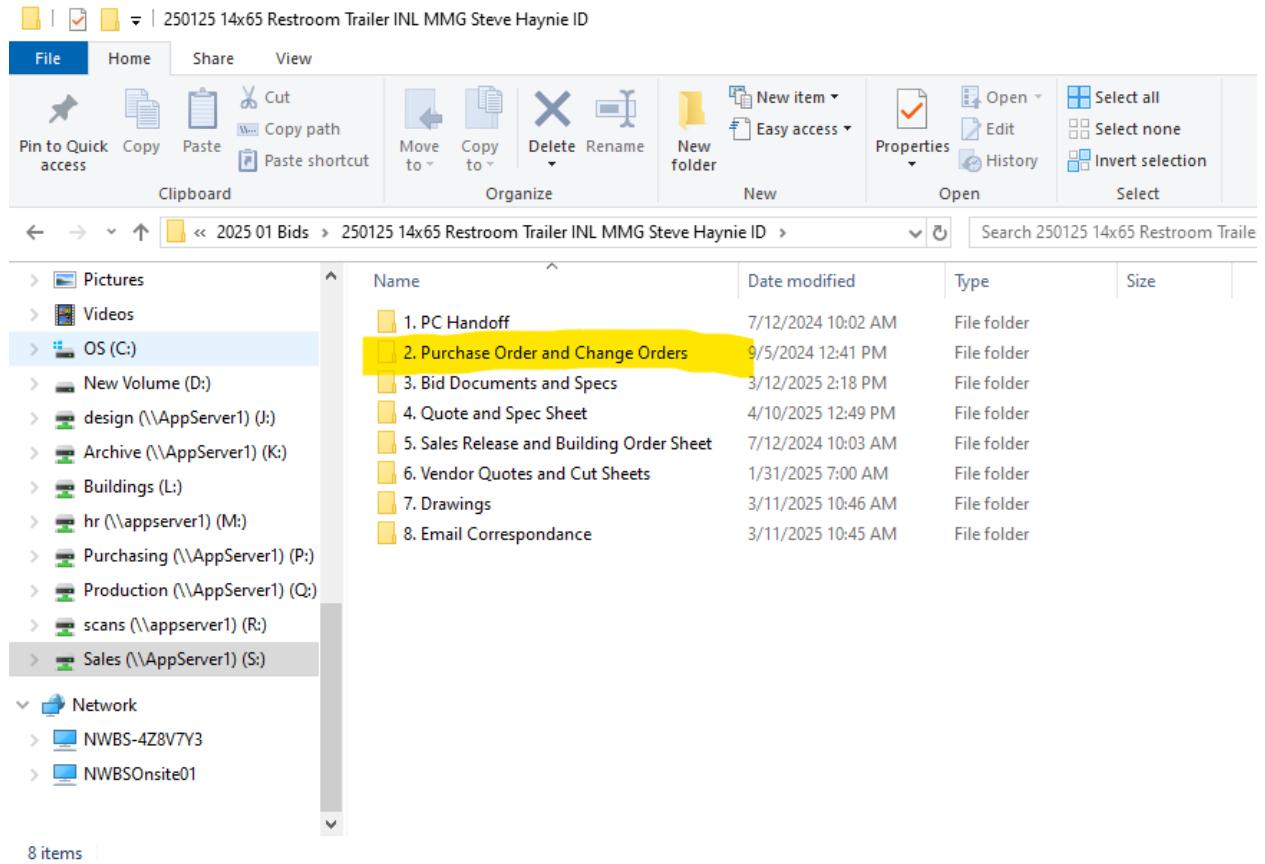
| Line Sku# | Description | Tax Qty | U.M. | Unit Price |
|-----------|---|---------|------|--------------|
| 1 8828 | Custom 1 Floor Building | N 1 | EA | \$184,824.00 |
| 2 27777 | Special Custom Floor Plan | N 1 | EA | \$184,824.00 |
| 3 103719 | Custom 14X65 INL Restroom Facility per Quote NW-0061-2025; SN 25143 | N 1 | EA | \$2,052.00 |
- Options:** PAINTED FIBER CEMENT SKIRTING (NO SHEATHING OR FRAMING)
- Notes:** AND PIER FOUNDATION PLAN (ENGINEER'S STAMP ONLY).

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
- Building Description:** 14x65 INL Restroom Facility
- Quote Status:** Open
- Quote Notes:** 250125

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

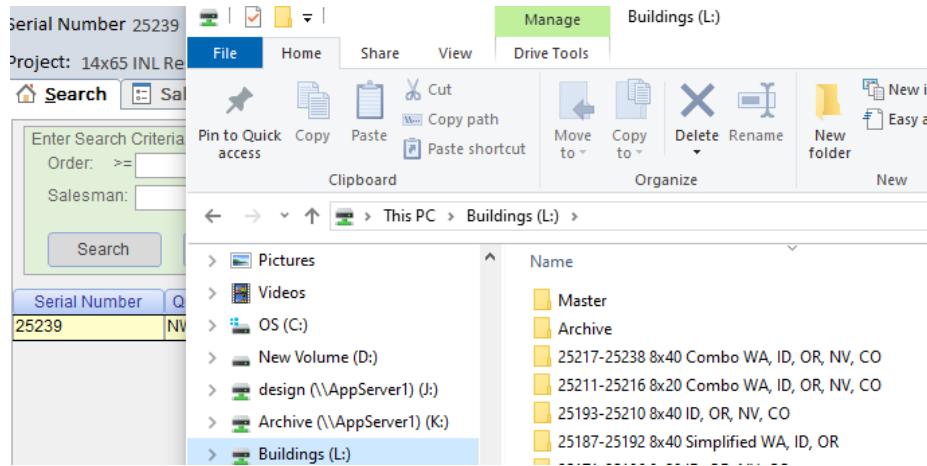
How Many Serial Numbers Do You Want To Create? 1

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 |
| 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 |

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 | Quit | | | | | | | | | |
|---|---|--|---------------------------|---|-----------------------------|-----------------|-------------------------------------|------|---------------------------------------|----|------|--------|--------------|--|
| Project: 14x65 INL Restroom Facility | | Customer: Mobile Modular Management Corporation | | | | | | | | | | | | |
| <input type="button" value="Search"/> <input type="button" value="Sales Release"/> <input type="button" value="Building Order"/> <input type="button" value="Options"/> <input type="button" value="Redlines"/> | | | | | | | | | | | | | | |
| 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 | Project Number: | | | | | | | | |
| BLDG Size: | Width: 14 Length: 65 # Bldgs: 1 MOD Size: | | | Occupancy: | | | | | | | | | | |
| Special Materials: TT&P: <input type="checkbox"/> Sprinklers: <input type="checkbox"/> Plumbing: <input type="checkbox"/> Other: <input type="text"/> | | Other: <input type="text"/> | | | | | | | | | | | | |
| 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: | \$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 | Date | Red-line Changes | CO | Init | Factor | Price Adjust | |
| 05/09/23 | 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"/> | | | | | | | |
| Options Totals: | | Weighted Factor: 0.500 | | Price: \$4,052.00 | | Redline Totals: | | | Weighted Factor: <input type="text"/> | | | | | |
| <input type="button" value="Options"/> <input type="button" value="1 of 2"/> <input type="button" value="Next"/> <input type="button" value="No Filter"/> <input type="button" value="Search"/> | | <input type="button" value="Redlines"/> <input type="button" value="No Filter"/> <input type="button" value="Search"/> | | <input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Pricing Sheet"/> | | | | | | | | | | |

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

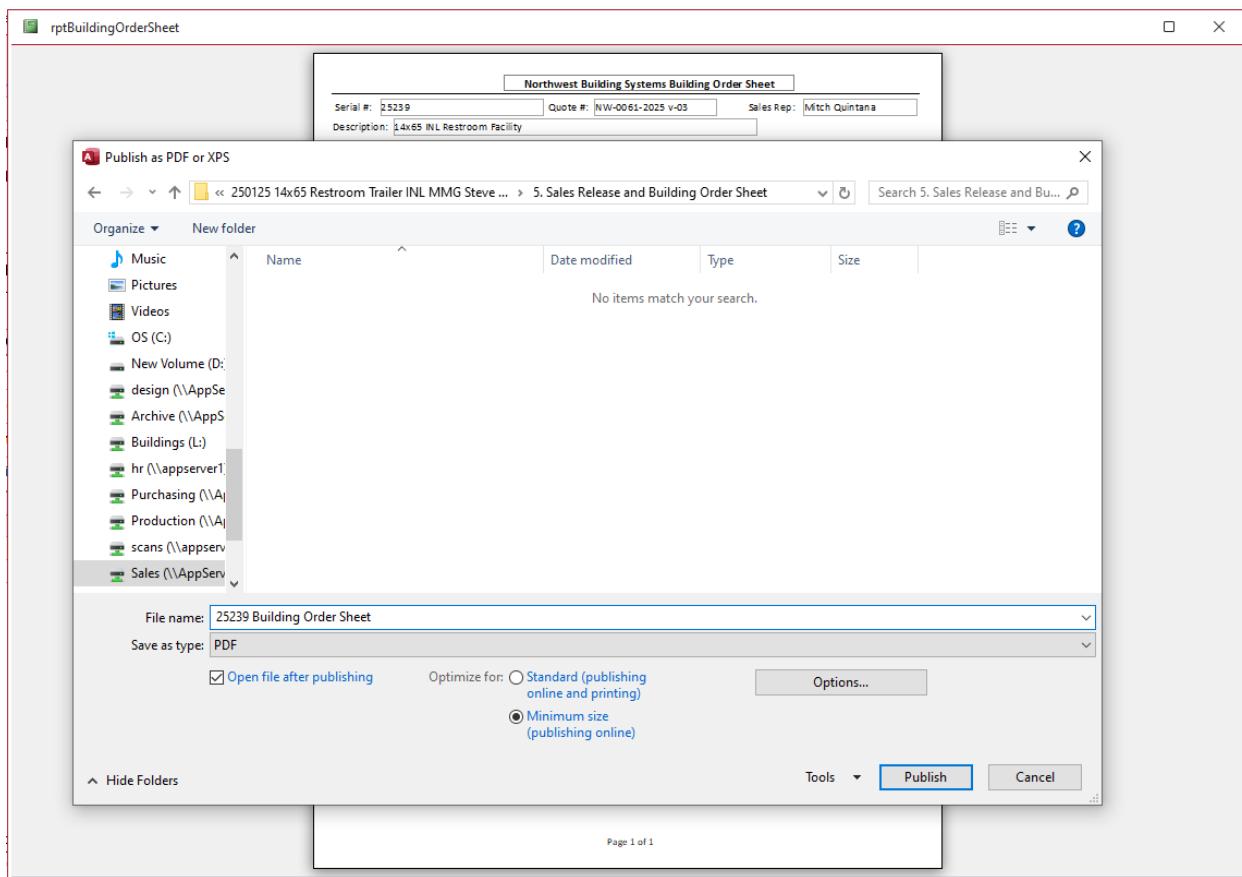
| Total Price: \$186,876.00 | | Go To Quote | Quit | | | | | | | | | | | | | | | | | | | | |
|---|--|---|--------------|---------------------|-----|-----|------------|-----------|---|---|----|--------------|--------------|---|---|----|------------|------------|--|--|--|--|---------------------|
| Mobile Modular Management Corporation | | Corporation 5700 Las Positas Road Livermore, CA 94551 Accounts-Payable@mgrc.com | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Redlines"/> | | <input type="button" value="Set"/> <input type="button" value="Validation Ready"/> ... 6714017671 | | | | | | | | | | | | | | | | | | | | | |
| Description: 14x65 INL Restroom Facility | New Total: \$186,876.00 | | | | | | | | | | | | | | | | | | | | | | |
| Date: 5/9/2025 | PO Number: | Project Number: <input type="text"/> | | | | | | | | | | | | | | | | | | | | | |
| Dealer Branch: MOBMOD-BOISE | Dealer Rep: Steve Haynie | Tags: <input type="text"/> State: <input type="text"/> | | | | | | | | | | | | | | | | | | | | | |
| Size: <input type="text"/> | Occupancy: <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | |
| er: <input type="text"/> | Other: <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | |
| Prints Due: <input type="text"/> | Promised Delivery Date: <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | |
| Factor: 0.500 | Factored Cost: \$184,824.00 | | | | | | | | | | | | | | | | | | | | | | |
| Weighted Factor: 0.500 | Approvals: \$1,922.00 | | | | | | | | | | | | | | | | | | | | | | |
| Engineering: \$1,800.00 | Service: \$1,800.00 | | | | | | | | | | | | | | | | | | | | | | |
| Fedex: \$50.00 | MBI Seal: \$30.00 | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Tax</th> <th>Qty</th> <th>U/M</th> <th>Unit Price</th> <th>Ext Total</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>1</td> <td>EA</td> <td>\$184,824.00</td> <td>\$184,824.00</td> </tr> <tr> <td>N</td> <td>1</td> <td>EA</td> <td>\$2,052.00</td> <td>\$2,052.00</td> </tr> <tr> <td colspan="4"></td> <td>Total: \$186,876.00</td> </tr> </tbody> </table> <p>By: _____</p> | | | | 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 | | | | | | | | | | | | | | | | | | | |

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: <input type="text"/> | Long Lead: <input type="text"/> Bards | Prints Due: <input type="text"/> | | 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

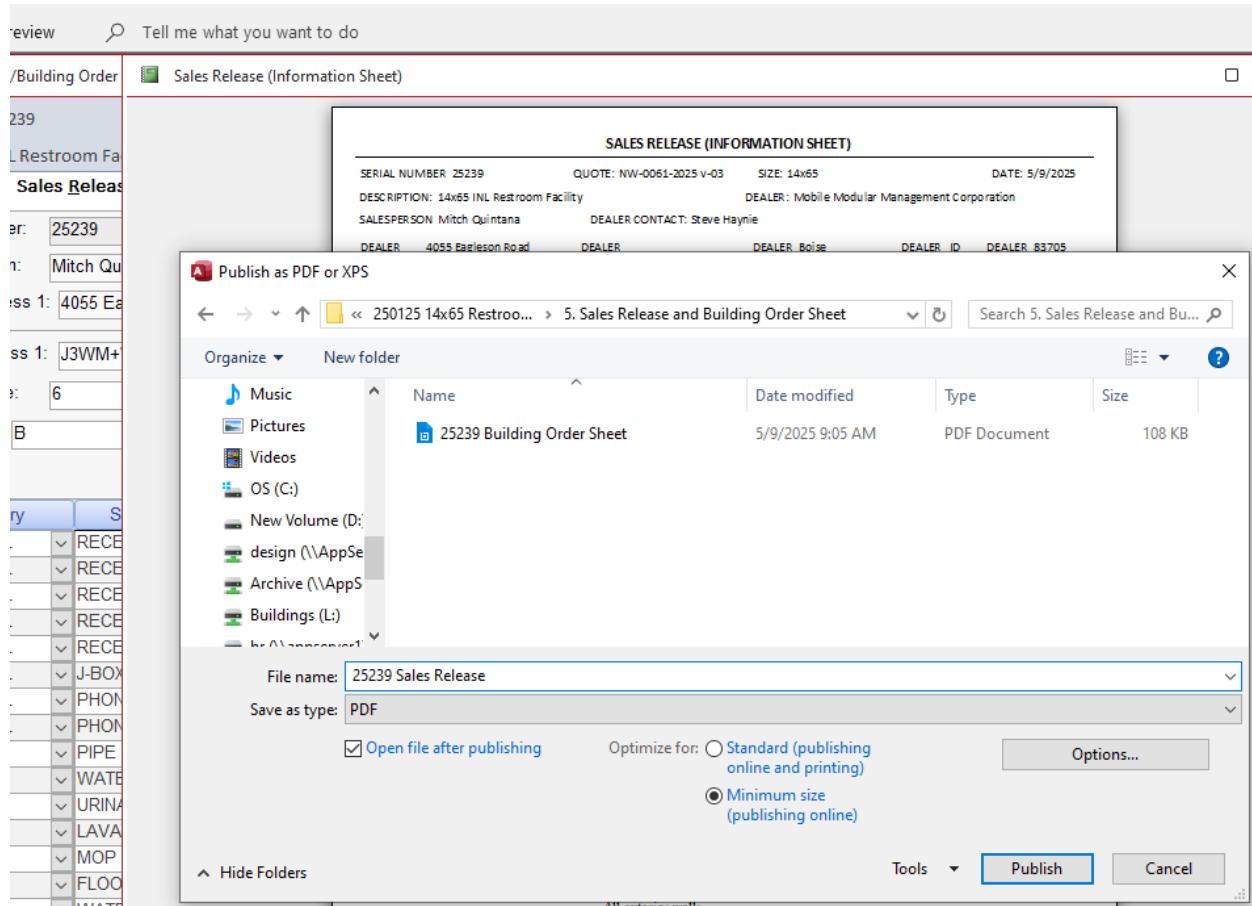
Serial Number 25239 Quote Number: NW-0061-2025 Total Price: \$186,876.00

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

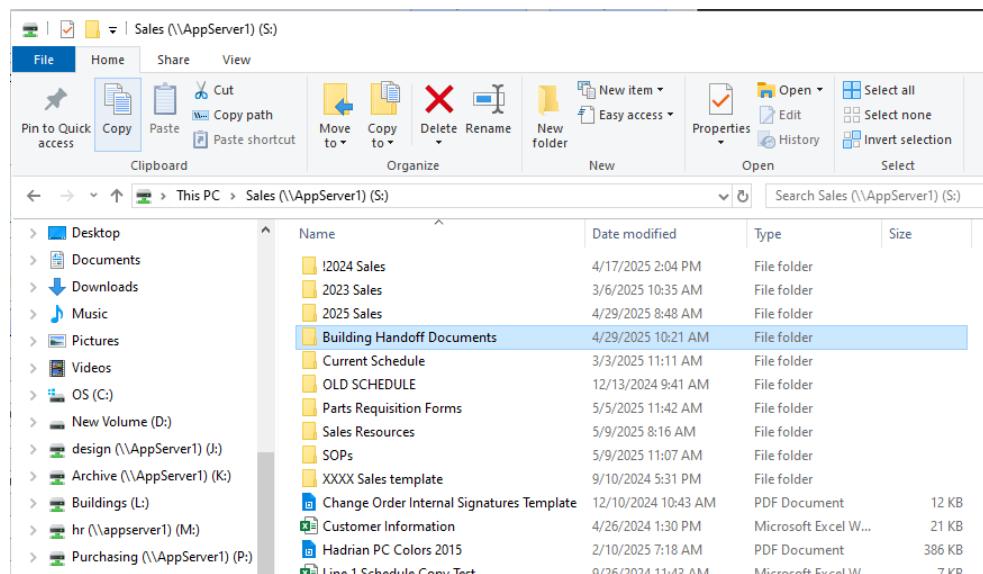
Go To Quote

| 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"/> | |

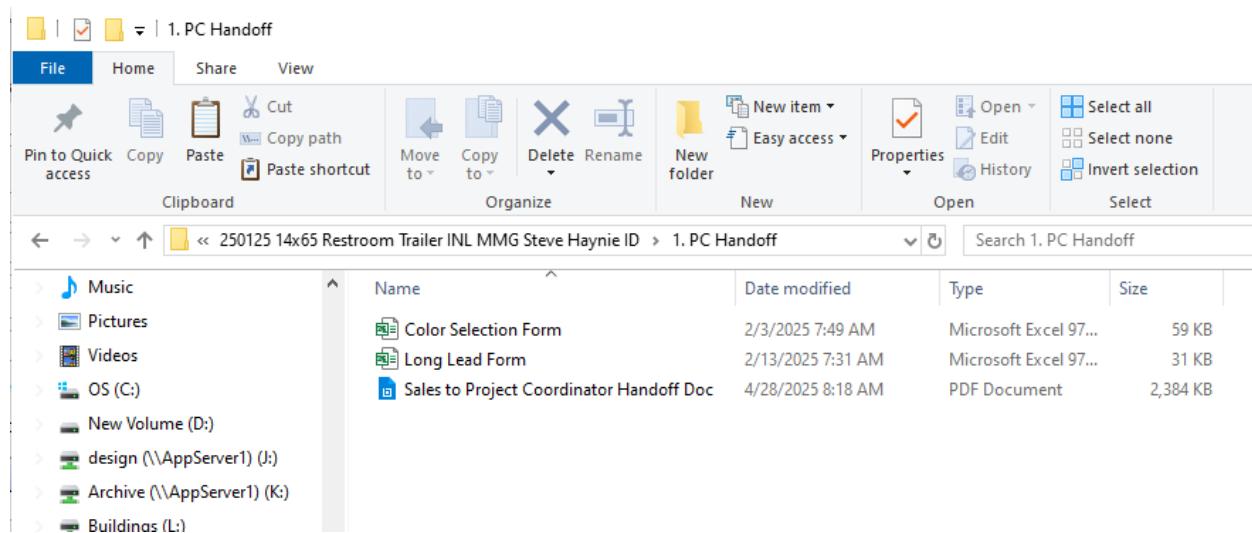
23. Save the Sales Release and print it to the bid folder in sales.



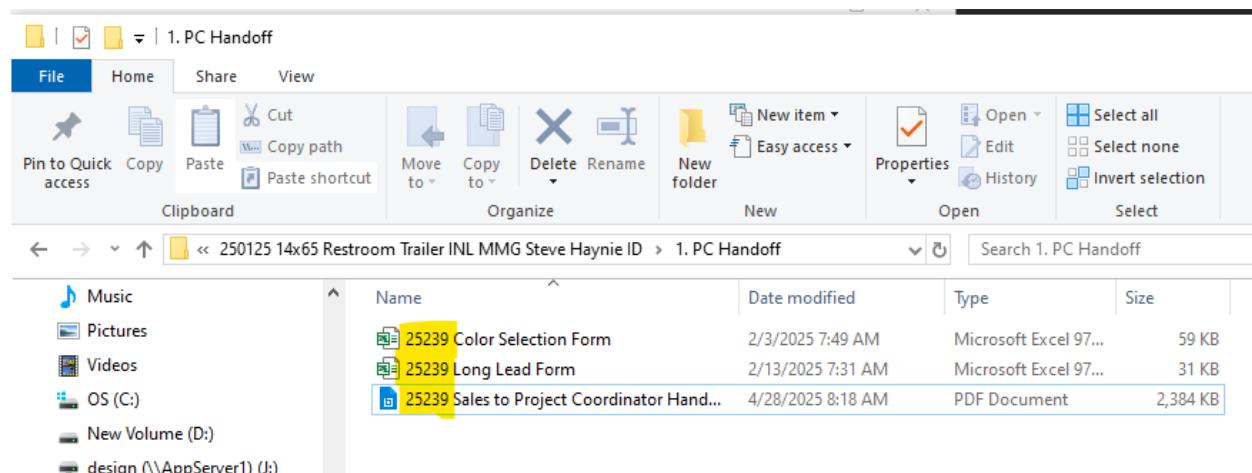
24. Once done with the Sales Release and Building Order Sheet, find the Building Handoff Documents folder in the Sales Drive.



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.



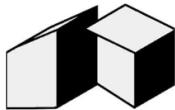
27. Open the Color Selection Form and add an X to any items that will receive a color selection. Note brands for the Project Coordinator where applicable.

| | |
|---|--|
| <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>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> |
|---|--|

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!!