

Order Processing Check-List

- 1 Building Order
- 2 PO or NTP
- 3 Color Directive
- 4 Long Lead Form
- 5 Floorplan used for quote
- 6 Pre-Release (if applicable)
- 7 Sales Release
- 8 Dealer Quote Request
- 9 Special Pricing or cut sheets
- 10 Correspondence
- 11 Extension Sheet

In an effort to keep things consistent, please provide paperwork in the order above.

If you have questions along the way, ask. Don't assume.