

WEB QUOTING AND ORDERING CLARIFICATIONS

INSULATED UNITS:

OUR CSR'S WILL CONTINUE TO ENTER THE FOLLOWING ORDERS

- IG WITH CUSTOMER SUPPLIED MUNTINS
- IG WITH SPECIAL PLACEMENT MUNTINS
- IG UNITS MADE WITH CUSTOMERS GLASS
- OFFSET I.G UNITS
- TRIPLE PANE UNITS
- IG UNITS MADE WITH LAMINATED GLASS

CUSTOMERS MAY ENTER:

- PICK UP TICKETS FOR PATTERNS CAN BE ENTERED UNDER THE ANCILLARY FIELD WITH DETAILS IN THE COMMENT SECTION. **PLEASE PUT YOUR PO OR JOB NAME / PATTERN** P/U IN THE PO NUMBER FIELD.
- MUNTIN UNITS MUST BE ENTERED GIVING THE NUMBER OF BARS HORIZONTALLY X VERTICALLY. USE THIS LAYOUT WITHOUT SPACES _HX_V, ALSO IF THERE ARE NO BARS A CERTAIN DIRECTION YOU MUST ENTER A (0) (I.E., 0HX2V) **ALWAYS VERIFY THE PICTURE SHOWN MATCHES THE NUMBER OF BARS ENTERED.
- ALL I.G UNITS WITH ANY TYPE OF ARCH OR MORE THAN 5 SIDES MUST HAVE **SUPER SPACER**

MONO FABRICATION:

- OUR CSR'S WILL CONTINUE TO ENTER ANY:
 - BUMPED CORNERS, HOLES, AND CLIPPED CORNERS ANYTHING BUT POLISH/BEVEL EDGEWORK.
 - IF YOU CAN'T SELECT THE OPTION YOU WANT IN THE DROP DOWN, WE WILL NEED TO PROCESS THOSE ORDER FOR YOU.

ADDITIONAL ITEMS A CSR MUST ENTER ARE FOLLOWING:

- ANY CHANGE TO THE PRESET DELIVERY ADDRESS
- WARRANTY REMAKES
- RUSHES
- JOBSITE ORDERS
- YOU CAN ENTER QUOTED JOBS, BUT YOU MUST PROVIDE THE QUOTE/QUOTE NUMBER IN THE COMMENTS SO THAT IT CAN BE PRINTED AND USED TO CHANGE THE PRICING
- STOCK 34 X 76 X 5/8 IS A STANDARD PATIO DOOR WHICH CAN BE LOCATED IN THE ANCILLARY FIELD. STOCK SIZE PATIO UNITS 34 X 76 ONLY MAYBE ORDERED AS A SPECIAL THICKNESS OVERALL BUT WILL NEED TO BE ENTERED BY YOUR CSR
- IF DURING THE "EDIT" FUNCTION CHANGES ARE MADE TO THE ORDER. CHECK TO ENSURE NO OTHER INPUTS HAVE BEEN RESET. SOME CHANGES CAUSE THE SYSTEM TO RESET PREVIOUSLY SELECTED ITEMS (I.E., GLASS MAKEUP, MUNTINS)

YOU MUST ENTER A PO. IF YOU HAVE USED THE PO BEFORE THE SYSTEM WILL ALERT YOU. YOU CAN ENTER A DATE OR -1 AFTER THE DESIRED NUMBER OR NAME.

