

5238 Royal Woods Pkwy, Suite 170  
Tucker, GA 30084  
PH: 877-252-2517 FAX: 770-414-4879



## SPECIAL ORDER FORM

Customer Name: \_\_\_\_\_ Date Initiated: \_\_\_\_\_  
Customer Number: \_\_\_\_\_  
Customer Contact: \_\_\_\_\_ Cust Svc Rep: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Sales Rep: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Customer PO: \_\_\_\_\_  
Shipping Address: \_\_\_\_\_ Customer Email: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Base Stock Number: \_\_\_\_\_  
Base Price: \_\_\_\_\_

Description of Modification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this Special INSULATED?\*  Yes  No

If so, is the INSULATED Special Intended for MONO-POLAR use?\*  Yes  No

IS DRAWING OR PHOTO ATTACHED?  Yes  No

Special Cost (ea) \_\_\_\_\_

Quantity: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_

Lead Time: \_\_\_\_\_

CUSTOMER APPROVAL:

\_\_\_\_\_

Date: \_\_\_\_\_

(Signature required in order to process special)

**SPECIALS MUST BE PREPAID AND ARE NON-RETURNABLE FOR CREDIT.**

**QUOTES ARE GOOD FOR 30 DAYS.**

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### INTERNAL BLACK & BLACK PROCESSING INFORMATION

Final Inspection Performed By: \_\_\_\_\_

Results of Inspection:    PASS                  FAIL                  Initial/Date: \_\_\_\_\_

To Customer Service to Ship and Bill: Initial/Date: \_\_\_\_\_ / \_\_\_\_\_