

Expedited Order Cover Page

Date:

E# or P#:

From:

PO#:

Fax to: (800) 423-7610

OR

Email to: estimating@special-lite.com

Pages including this one: _____

Number of attachments to email: _____

INSTRUCTIONS: First, save this form to your computer. Fill in information by clicking on field, and entering text electronically. Save and print order form for your records. Order form can be faxed or emailed with attachments. Be sure to name any attachments with same name entered in "Door Mark" field of order form.

Expedited Order Program Requirements

- Submitting this document with your order and completing the checklist below is required to proceed.
- If the Expedited Order Cover Page (this form) is not included, the Expedited Order will not be processed.
- ALL items MUST be completed, or the order will be returned to you.

Checklist: This request can be submitted by a Special-Lite Sales Rep or Customer.

Submit the Expedited Order Cover Page (this form), Estimate/Order Forms, and the updated Estimate to estimating@special-lite.com.

Place the order using Special-Lite Order Forms, with all fields completed. No take-offs will be accepted.

Sign off on the Pricing Acknowledgment within 48-hours of receiving it.

Contact:

Email:

Company:

Fax #:

Phone #:

Cell #:

Bill To:

INTERNAL USE ONLY:

Roxanne Van Zalen:

Scotty Wielenga:

Julie Brauer:

Travis Bell:

Austin Glynn:

Adrian Miller:

Jon Baushke:

Notes:

Brad Dickson:

Standard Lead Time at Time of Approval:

Approval Date:

Normal Order Ship Date:

Expedited Order Ship Date:

Approved?	Yes	No
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