

Expedited Order Cover Page

Date:

From:

Fax to: (800) 423-7610

OR

Email to: orders@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 check list below is required to proceed.
- If the checklist is not included, the Expedited Order will not be processed.
- ALL items MUST be completed, or the order will be returned to you.

Checklist:

Special-Lite Sales Rep has submitted the completely filled in Special-Lite Order Forms to the Plant Manager for approval for the Expedited Order Program.

Special-Lite Sales Rep has received approval from the Plant Manager prior to submitting the Order. A copy of the approval email MUST be submitted with the order.

Order is placed using Special-Lite Order Forms, with all fields completed. No take-offs will be accepted.

I understand there is a 48-hour window for sign off on Pricing Acknowledgments.

Contact:

Email:

Company:

Fax #:

Phone #:

Cell #:

Bill To:

INTERNAL USE ONLY:

Approved by:

Date:

Notes:

Approved?	Yes	No
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