

IMPORTANT NOTICE!!

THE FOLLOWING INFORMATION MUST BE COMPLETED AND RETURNED WITH APPROVED SHOP DRAWINGS

JOB NUMBER: _____

SUBMITTED: _____

2ND REQUEST: _____

3RD REQUEST: _____

JOB FACT SHEET

CONTRACTOR: _____

PHONE: _____ FAX: _____

PROJECT: _____

PROJECT ADDRESS: _____

PROJECT MANAGER: _____

PHONE: _____

OFFICE PHONE: _____

E-MAIL: _____

PROJECT SUPERINTENDENT: _____

SITE PHONE: _____

MOBILE: _____

E-MAIL: _____

ESTIMATED JOBSITE DELIVERY REQUIREMENTS

MASONRY HOLLOW METAL FRAMES: _____

DRYWALL HOLLOW METAL FRAMES: _____

EXTERIOR HOLLOW METAL DOORS: _____

INTERIOR HOLLOW METAL DOORS: _____

WOOD DOORS:* _____

FINISH HARDWARE: _____

DIVISION 10: _____

KEYING INFORMATION:** _____

C/O DATE: _____

ESTIMATED LEAD TIME FROM RECEIPT OF APPROVED SCHEDULE

HMF 2 - 3 WEEKS

HMD 2 - 3 WEEKS

WOOD DOORS 6 - 8 WEEKS

HARDWARE 4 - 6 WEEKS

DIVISION 10: 4 - 6 WEEKS

*CUSTOM WOOD DOORS - LEAD TIME 8-12 WEEKS

** ANY SPECIAL KEYING NEEDED PRIOR TO ORDERING LOCKS & CYLINDERS

LEAD TIMES 6-8 WEEKS