

EXCHANGE: CUSTOM CONFIGURATION CHECKLIST

FORM-0300

Revision Level: 0

Date Issued: July 2018

Current Date: July 18, 2018

QUOTE REQUIREMENTS

PROJECT INFO*

- Model Number & Quantity*
- Complete Description*
- Project Name*

OPTIONS*

- Standard/Corner.....
- Frame Finish (legs).....
- Arm Type.....
- Laminate Finish (for Low Wide Arms only).....
- Fabric (Seat, Back, Arms, Screens).....
- Other Options: USB, PowerOutlet.....
- Table Top Finish.....
- Screens: Size + Location.....

FLOOR PLAN*

- CAD
- PDF/Image Doc

COM TESTING

- Fabric Supplier.....
- Pattern.....
- Color.....
- Apply Rightway or Railroad.....
- Pattern Alignment Required.....

FREIGHT REQUIREMENTS

- Specific Date & Time.....
- Fully Assembled.....
- Power Tailgate.....
- Boxed.....
- After Hours.....

FREIGHT QUOTE.....

GENERAL INFORMATION

- Project Name*.....
- Member Name.....
- GPO #.....
- SPR.....
- SQ.....
- Installation Date.....
- Dealer.....
- Dealer Contact.....
- Contact Phone.....

ORDER REQUIREMENTS

DEALER PO / DEALER QUOTE.....

APPROVED ALLSEATING QUOTE.....

OPTIONS.....

COMPLETED FLOOR PLAN.....

FABRIC APPLICATION FORM.....

MEMBER PO (IF APPLICABLE).....

COM NOTIFICATION INCLUDED.....

COM RECEIVED DATE.....

FREIGHT QUOTE.....

NOTE: Every attempt will be made to ensure your request for quote is completed within 72 business hours for smaller projects. For larger projects, extended timelines may be required. Floor plans must accompany such requests for purposes of accuracy.

NOTE: Orders over \$20K will require credit pre-qualification. Please contact Allseating Credit Manager.

NOTE: Fields with an asterisk (*) are mandatory and must be filled out.