



CUSTOMER ORDER CONFIRMATION AND CHECKLIST:

Thank you for your order. It has been received. To begin processing, the following details must be confirmed (Order is pending until we receive signed confirmation):

JOB NAME /PURCHASE ORDER NUMBER:

1) Do you require factory drawings for approval? Check YES / NO

2) ALW produces in-house drawings for record on all configurable and continuous row mounted product. *Would you like drawings for record purposes?* Check YES / NO

3) What is the primary VOLTAGE for this Purchase Order?

If multiple voltages, please confirm that submittal voltage matches PO: Check YES / NO
(ALW will manufacture PER SUBMITTAL)

4) Do you require lamps from the factory? Check YES / NO

4a) If YES Specify Lamp type, Wattage, Color Temp & Beam Spread

5) Confirm amount of suspension/ drop length required (Standard is 8FT)

5A) for Commalites (CML) – Are these runs Continuous (thru-wired) or Individual (Stand-alone)

6) Is there Fluorescent Dimming on this order? Check YES / NO

If so, please list Dimming manufacturer and Ballast type:

7) **Special finishes? Please List:

(Standard is AL – Natural "Ultimate" Aluminum)
***ALL Powdercoat finishes are "matte" unless otherwise specified*

8) Date Purchase Order Received?

9) Is this order on HOLD FOR RELEASE? Check YES / NO

If so, enter approximate release date:

Typical Lead Time = 6 – 8 Weeks

THIS CHECKLIST HAS BEEN REVIEWED AND APPROVED BY:
DISTRIBUTOR MUST PROVIDE SIGNATURE HERE:
By signing this document, ALW will manufacture PER APPROVED SUBMITTAL DRAWINGS. ALW will NOT be responsible for any changes not noted on submittal drawings. Line items on purchase order serve as REFERENCE ONLY to submittal and are not binding. Record drawings are recommended for an exact dimensional representation. ALW reserves the right to modify details to the design, finish or overall engineering of the product. ©2008 Architectural Lighting Works

Note: This order will ship FOB Hayward, CA – FREIGHT IS PRE-PAY AND CHARGE – NO FULL FREIGHT ALLOWED

FOR ALW USE ONLY:
Released to Order Entry (JP or SS)

Please enter distributor contact email for shipping updates:

Date