

Order Submittal Checklist

There are several details to remember when placing orders with Eggers Online. We hope you find this checklist to be a helpful resource to make sure your order is entered accurately and efficiently every time. Prior to finalizing and placing your order, please review the following:



<input type="checkbox"/>	24-hour Jobsite Contact Information <ul style="list-style-type: none">This information is essential regardless of where you are shipping your order and is entered into the 2nd box beneath the "Comments" tab.Please include contact name and phone number. Email addresses are not necessary.
<input type="checkbox"/>	Finish Approval Information <ul style="list-style-type: none">All orders require an approved finish sample number at the time of order.Neenah orders will begin with an "N", Two Rivers orders begin with a "T."Entering one of our standard colors like "Fruitwood" is not acceptable.If you have a clear finish and you are waiving the sample, you can check the "Clear Finish Waiver" box under the Finish tab. Please do not enter 01 Clear in the Finish Sample Number box.
<input type="checkbox"/>	Notes Fields - Use Appropriately <ul style="list-style-type: none">Notes fields should not be used unless absolutely necessary.These fields alert the mill to special processes and additional charges may apply.Please call Cassandra at 920.722.6444 Ext. 173 if you feel you need to use any notes field.
<input type="checkbox"/>	"Lock Not Found" or "Template Not Found" <ul style="list-style-type: none">Please make sure you have checked both lists containing available templates before selecting "not found". Most manufactures have an option at the top of the template list for <i>More Template Options</i> which will open the secondary list.When selecting "Lock or Template Not Found" please include the following information:<ul style="list-style-type: none"><input type="checkbox"/> Manufacturer<input type="checkbox"/> Lock/Device Number<input type="checkbox"/> Template Number (i.e. T:####)<input type="checkbox"/> Send in the template with clear notation regarding the order it belongs to
<input type="checkbox"/>	All Shipping Information is Entered After Selecting "Place Order" <ul style="list-style-type: none">There is no need to enter information into the Header Tab, especially SHIP TO addresses. This tab <u>will not</u> transfer to your order.Please make sure you take time to enter the following information when you PLACE ORDER:<ol style="list-style-type: none">Ship To AddressRequested Ship DateMarket SegmentPO Number
<input type="checkbox"/>	Print Order and Proof Against Schedules <ul style="list-style-type: none">Taking the time prior to submittal to carefully review your order will pay off later.Due to the expedited lead time you receive with Eggers Online, any revisions made after the order is submitted will likely increase your lead time.
<input type="checkbox"/>	Pricing Approved Prior to Placing Order <ul style="list-style-type: none">Any discrepancies or questions concerning pricing must be dealt with <u>prior</u> to placing your order.After your order is submitted, pricing cannot be changed. Once you submit your order, you have accepted the pricing and all details entered into your order. Please call us as we are happy to answer any questions you may have.Additional doors for a previously ordered project will require an adjustment in pricing. Please contact us before you submit those types of orders.Call Cassandra at 920.722.6444 Ext. 173 or email her at cblashka@eggersindustries.com with pricing questions, clarifications or special pricing entry. Please include the job name, order number and quote number in your email communication.