



Global Architectural Solutions

EZCONCEPT Order Processing Checklist

At EZConcept providing the best service for our customers is paramount, by confirming the details of your quote we can ensure that your custom door jambs are as ordered. This includes, hinge positioning, fire rating required and handing of all your door jambs.

Please take the time to double check the quote request form and complete all documentation for us to process your quote. Unfortunately missed or incomplete documents may cause delays in processing your order.

We will provide confirmation and drawings 24 - 48 hours after the following documentation is submitted:

- 1. Quote form including purchase number**
- 2. Customer Confirmation document**
- 3. Credit card authorization document (for non-account holders only)**

Once your documents have been submitted manufacturing lead time EZY Jamb products (excluding transit) are as follows:

EZY Jamb Model	Manufacturing Lead Time
EZY Jamb Classic Adjust*	3 Weeks
EZY Jamb Single Rabbet*	4 Weeks
EZY Jamb In-Swing*	5 Weeks

*Lead-times are only applicable to made to order items, please inquire with customer service about EzyJamb QuickShip frames and expedited options.



A Studco Building Systems Company

1700 Boulter Industrial Parkway,
Webster, NY 14580

P: 888.399.5262 F: 585.545.3010

E: sales@ezconcept.com W: www.ezconcept.com



Customer Order Sign Off Form



Please review the final revised EZY Jamb quote for accuracy of all details and confirm the following items are correct.

Hinge Locations – Are you providing your own hinge locations or using EZY Jamb hinge locations.

EZY Jamb locations

I have provided hinge locations

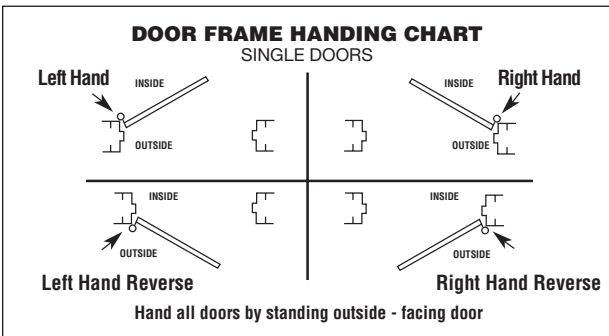
Handing - Verify they are filled in and correct - reference Handing Chart below.

Fire Rated Frames have been identified where applicable.

Ship to Address.

Any changes made 24 hours after the sign off of this document will result in a change fee and a further delay to your order.

Your signature is required below for this order to be entered into production, and must be accompanied by a signed copy of the EZY Jamb quote.



Quote #: _____

Date: _____

Printed Name: _____

Signature: _____

If you require assistance completing this form, please call 800.675.802 or email us at sales@ezyjamb.com.



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Credit Card Authorization Form

PLEASE COMPLETE AND RETURN VIA Fax 585 545 3010 or Email to sales@ezconcept.com

CONTACT DETAILS

COMPANY NAME: _____

ACCOUNTS PAYABLE CONTACT: _____

ACCOUNTS PAYABLE EMAIL: _____

ADDRESS/CITY/STATE: _____

ZIP CODE: _____ QUOTE/INVOICE NUMBER(s): _____

CARD/AUTHORIZATION DETAILS

CARD DETAILS

VISA MASTERCARD AMERICAN EXPRESS

CARD NUMBER: _____

EXPIRATION DATE: _____ SECURITY CODE: _____

CARD HOLDER NAME: _____

AUTHORIZATION DETAILS

AMOUNT AUTHORIZED: \$ _____

This authorizes Studco Building Systems US LLC to charge to the credit card designated, the amount indicated for service/purchases rendered.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

FEDERAL ID OR SOCIAL SECURITY # _____

RESALE CERTIFICATE # (If Tax Exempt): _____



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