

PROCEDURES FOR QUOTE & DRAWING REQUESTS

Step 1: Complete the quote order form thoroughly, ensuring all sections are filled out as required. This step is essential to receive accurate drawings and a quote. If necessary, utilize the notes section at the bottom of the form to include any additional information.

Step 2: Submit the quote order form to your assigned Dealer Account Manager. When sending the form via email, include the project's job name in the subject line.

Step 3: Expect a 24-48-hour turnaround time for processing your request.

REVISIONS

Step 1: Indicate your desired revisions on the most recent set of drawings and quote received from FVE.

Step 2: Attach the modified drawings to an email and forward them to your Dealer Account Manager. Please include your Sales Order number in the subject line.

Note: All revisions must be clearly marked on both the drawings and the quote.

FINALS

Step 1: When the quote and drawings are accurate and you are ready to place the unit order, send the signed and dated quote (including the terms and conditions page) and drawings.

- Drawing and quote must be signed – with no additional changes
- Each page of the drawings must be signed.
- Terms & Conditions must be signed
- Include payment information if required based on your payment terms.

Step 2: Once your order is finalized and scheduled, you will receive the "FINAL" version along with a clean set of drawings. The "FINAL" document will now include the Ship Date and Serial Number.

Step 3: Your order will be scheduled for production. Prior to shipment, you will be contacted with any freight-related inquiries.