

Jambs & Casings Non-Coordinated Order Check List



Orders must include ALL of the following:

1. Purchase Order Number & Estimate Number (if applicable)
2. Job Name
3. Requested Delivery Week
4. Ship-to Information
 - Address, Contact Name, & Phone Number
5. Order Information
 - Contact Name, Phone Number, & E-mail Address
6. Frame & Door Schedule
 - Door Numbers & Swings
 - Prefit Clearances (Top, Undercut, Hinge & Lock Edges, Between Pair Leaves)
 - Elevation Reference (if applicable)
 - Fire-Rating
 - Jambs Type
 - Casing Type
7. Hardware Schedule
 - Door Number Reference
 - Manufacturer, Part Number, & ALL Templates
 - Locations & Backsets