

CHECKLIST FOR FERRELL MITTMAN ORDERS

This check list will insure that your order moves quickly and smoothly through our workshop. We are available to assist with any questions you may have regarding how to properly place your order – 336-841-3028

- 1. Purchase Order
- 2. COM/COT Ticket
- 3. Deposit
- 4. Resale Certificate
- 5. Installation Date

Purchase Order should include:

- Firm name, address, phone number and fax number
- Ship-to address including zip code and phone number (receiving warehouse where items are to be delivered)
- Pricing
- Style
- Quantity
- Dimensions: We need dimensions(standard or custom) on a PO from the designer to avoid any misunderstanding
- Finish number and name (if applicable)
- Nail trim number (if applicable)
- Bedding height measurement (required for ALL LM headboards or bed orders)
- Sketch for all sectional and custom pieces (if applicable)
- Any special instructions (SFA, CFA, cushion fill if other than standard, if applicable)
- Completed COM/COT ticket
- 50% deposit (Note: balance in full is required to put the order in final production. Please-prepay if you wish to expedite your order)*
- Certificate of Resale (if not received previously)

FERRELL
MITTMAN