



Order Entry Checklist

- ✓ **Hapco must have a copy of the customer's Original P.O.** We cannot accept a Rep's write-up form only; however, we prefer a write-up to accompany the order for added clarification.
- ✓ **Order must be accompanied by quotation number or price reference.**
- ✓ **Signed approved drawings must accompany all releases of orders that are subject to approval.**
- ✓ **Must have a complete shipping address, a correct phone number and all prior to shipment and delivery instructions must accompany released orders.**
- ✓ **All identifying "marks" must be indicated at time of order entry.**
- ✓ **Anchor bolts and/or templates cannot be furnished from "hold" orders until approved drawings are received. Freight will be charged on anchor bolts shipped in advance.** To avoid excessive change orders, **indicate if anchor bolts are required in advance, at the time of order entry.**
- ✓ **Painted or anodized poles require color sample or specific color identification.**
- ✓ **Drilling template and luminaire orientation must be provided on all orders involving series 11 square poles and series 78S, 76 and 50 light poles.**
- ✓ **Specific delivery requirements, such as "Date required" and "do not ship before," must be stated.**
- ✓ **Terms are Net 30 days. If customer P.O. indicates a cash discount, it must be corrected before submitting order.**