

Prefab “How To” Fill Out & Submit an Order Form

1. Fill out the form to your specifications

E LIGHT
Electronics & Services

LABEL: **B** QUANTITY: **55**

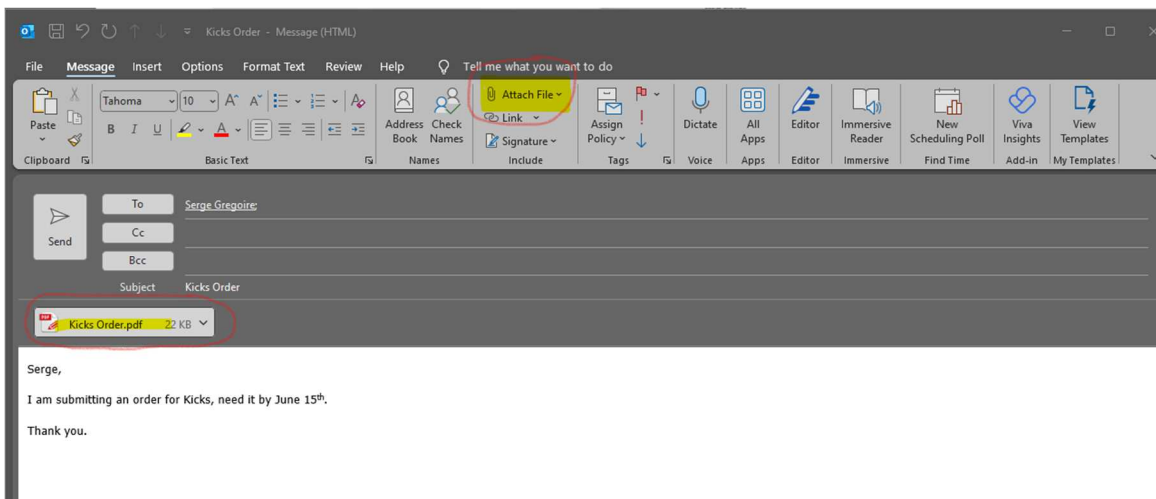
PRE-ABRICATION ORDER FORM FOR:
KICKS

JOB NUMBER: 123456	COST CODE: 01	DATE: 5/27/2022
JOB NAME: E LIGHT	TENANT NAME:	DATE NEEDED: 6/15/2022
FILED BY:	CHECKED BY:	ORDERED BY: JM
MOUSE CHARGED: 22	PRICED BY:	APPROVED BY: TS
SAMPLE SENT WITH ORDER: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
MATERIALS LIST ATTACHED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
SPECIAL INSTRUCTIONS: NONE		

QTY	MATERIAL	DESCRIPTION OF PRE-FAB
1	PIPE	BEND PIPE

MINIMUM DISTANCE TO START OF BEND (ft)	
Pipe Size	Distance to ft
1.1/4"	6.1/4"
1.1/2"	6.1/2"
2"	8"
2.1/2"	7.1/2"
3"	8"
3.1/2"	8.1/2"

2. Save the form to YOUR computer (Click on: File, Save As, Select Desktop, Save)
3. Open Outlook, attach the file to an email and send it to Serge Gregoire at sgregoire@elightelectric.com



4. Follow up with Serge Gregoire to ensure he received your order and go over a game plan.