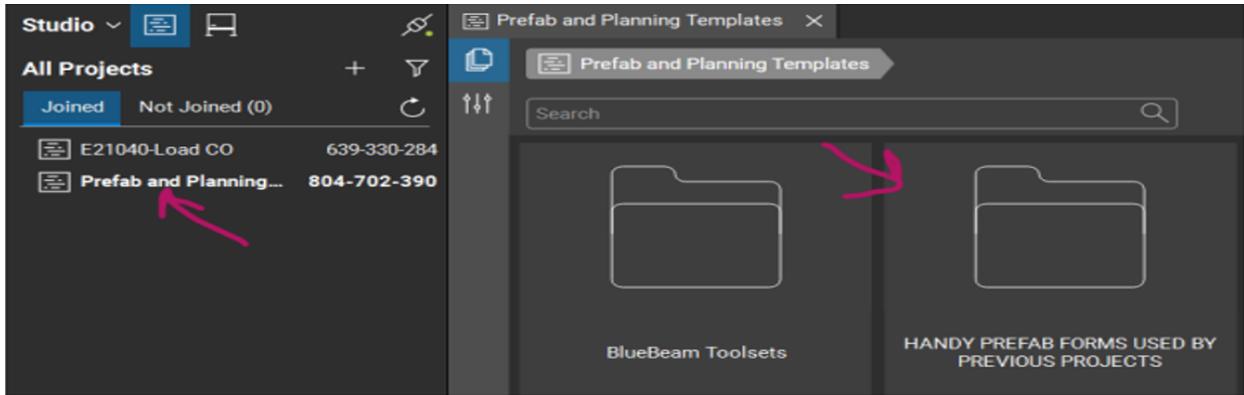


Prefab “How To” Fill Out a 90-Degree Bend Order Form

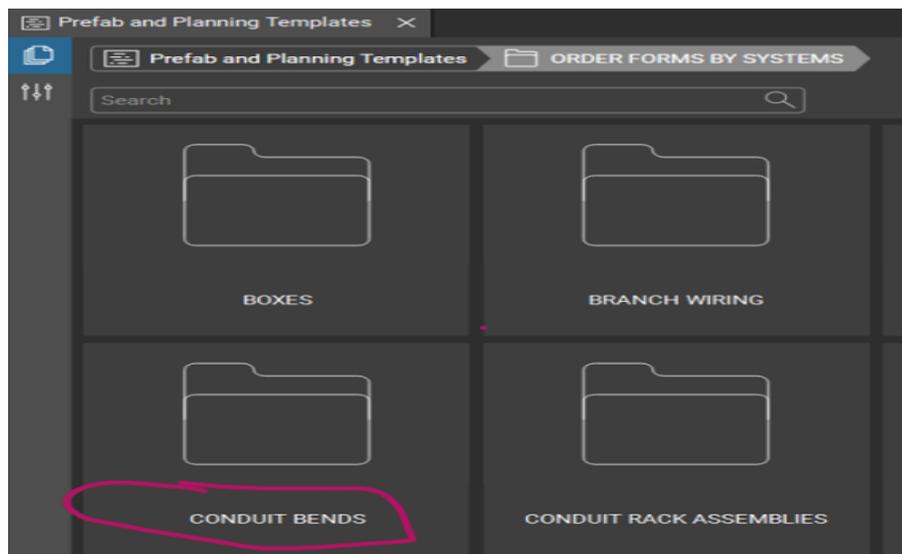
1. Be sure to check the HANDY PREFAB FORMS from previous projects on Bluebeam to see if there are already filled out forms that fit your needs.



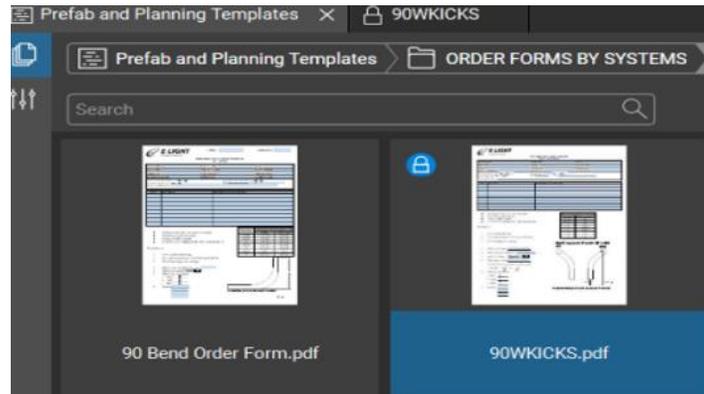
2. Go to “Order Forms by Systems”



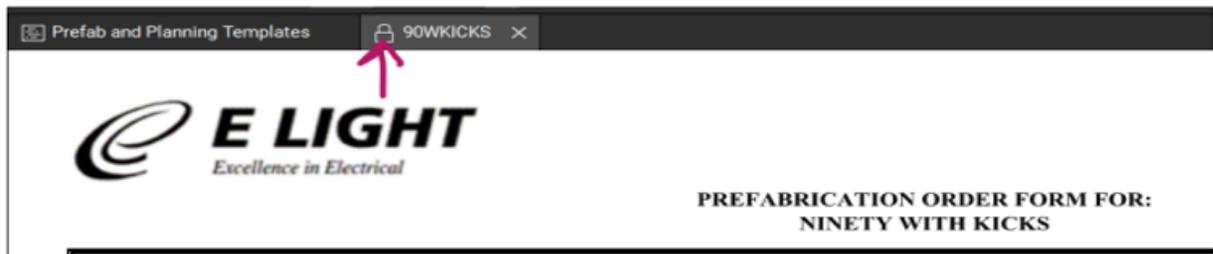
3. Open “Conduit Bends”



- Open the file you wish to use. We are going to use 90W Kicks as our example.



- Open the document and select the lock sign on the upper left-hand corner in order to check it out.



- Fill out the job number, job name, cost code and hours charged.

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PREFABRICATION ORDER FORM FOR:
NINETY WITH KICKS

JOB NUMBER: 310807	COST CODE: 999	DATE: 5/16/2022
JOB NAME: Wilmington	TENANT NAME:	DATE NEEDED:
FILLED BY:	CHECKED BY:	ORDERED BY:
HOURS CHARGED: 5	PRICED BY:	APPROVED BY:

TEAM'S SENT WITH ORDER: YES NO MATERIAL LIST ATTACHED: YES NO