

HOW TO FILL OUT A PREFAB ORDER FORM FOR KICKS

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. Fill out job number, job name, cost code, and hours charged.
3. Put today's date and under "Date Needed" write a specific date. DO NOT WRITE ASAP.
4. Fill in Ordered By box.
5. Enter name of the material being requested along with the quantity needed. Under "Description of Pre-Fab" list the specifications of how you need the material to be prefabricated (for example, does a box need a 3 ¼" pipe).
6. Fill out the bottom portion step by step using the "Minimum Distance to Start of Bend" as a guide. If a question doesn't apply to you, put N/A. Draw a picture if that is easier to explain.
7. Fill in Special Instructions if needed.
8. Completed forms will need to be sent to Ted Smith.