

Today's Date: _____
Contact Name _____
Phone Number: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Install Date: _____
PO#: _____

Order Submission:
 Email for form: **orderentry@glasscraft.net**
 Fax: **713-690-2919**
Customer Service:
 Phone Number: **713-690-8282**
 Email: **inezr@glasscraft.net**

Door Size: _____ **Door Style/Part Number:** _____
Glass Style: _____ **Wrought Iron Style:** _____
Threshold Color: _____

Door Configuration: **Single** **Double**
Finish Style: **Traditional** **Distressed** **Color** _____
Glass Panel Came Color: **Black** **Pewter** **Satin Nickel**
Wrought Iron: **Black** **Pewter** **Bronze**
Hinge Color: **Black** **Brass** **Satin Nickel**

NOTE: GlassCraft will call the phone number given by you (below) two business days prior to the install date to verbally confirm job readiness. If no one is available to confirm, then we will leave a voice message. You do not need to return this phone message if the job is ready. Please be sure to call back by 5PM the same day and reschedule the job if it is not ready for door installation. Job readiness is defined as: #1-Correct jambs are installed plumb and square, #2-Floor is floated level, #3-Pavers set level, #4-Electrical power at jobsite, #5-Workspace is clear, and #6-Driveway is accessible during bad weather conditions.

If the job is not ready when GlassCraft arrives at the jobsite, a \$100 trip charge will be assessed. A purchase order for this trip charge must be received in our office before re-scheduling can occur. Please have a company representative contact our office to re-schedule an installation (Lead Time: One Business Day).

Contact Name: _____ **Phone Number:** _____
Signature: _____ **Email:** _____