

PLEASE USE THE FOLLOWING ORDER FORMS:

- The Order Form Provided
- You may attach the ProKitchen or 20/20 list along with the order form on page 116. This will insure all the necessary information is available in order to process your order in a timely manner.

HOW THE PROCESS WORKS:

- Once an order is received, our customer service department will send you an order confirmation via email within 24 hours or less.
- Please review your confirmation, sign it and e-mail it back to our customer service department. **Your order will NOT be processed until it is confirmed and received by our customer service department.**
- Once an order has been approved there will be a 24-hour period during which changes can be made. After that, processing fees will be applied for any changes after. Please review your confirmation, sign it, and e-mail it back to our customer service department. Your order will NOT be processed until it is confirmed and received by our customer service department. **Orders not approved after 72 hours will be closed.**
- Once we have received final approval of your order it will be shipped within 3 – 4 business days for knocked down orders and 7 – 10 business days for assembled orders
- When your order leaves the warehouse you will receive a shipping confirmation

NOTES:

- Orders are shipped palletized. Be sure to have the proper equipment and staffing for receiving
- Our shipping program is outlined in the following pages

If you have any questions or need help placing an order, please contact our Customer Service.

ORDER FORM



Return completed order form to
info@everythingbp.us

Page 1 of: _____ *Customer P.O.#: _____ Date: _____

Door Style/Finish: _____

*Sold To: _____ Ship To: _____

*Order will be:

- ☐ Commercial Delivery w/Dock
- ☐ Residential Delivery
(Additional fees apply)
- ☐ Lift gate required
(Additional fees apply)

*Order will be Assembled: ☐ Yes ☐ No

[illegible]

***Missing information may delay your order**

*Finish

Item/SKU

Quantity*

Hinged R/L

Notes

[illegible]