

Fact Sheet – Accurate Order Management



- Millform has the capability to meet your custom requirements with many variables to our products. This ultimately makes installation faster and easier with less waste of time and money for riggers and installers. On the other hand these variables are also the things most likely to go wrong and impede a smooth and successful on time delivery.
- In order to have your orders placed in our system accurately and efficiently and rolled to our high standards, we have created a checklist of information to guide you through the details required to allow your orders to be delivered hassle free every time.

CHECK LIST:

- COMPANY NAME AND DETAILS.
- PURCHASE ORDER NUMBER.
- CONTACT DETAILS FOR PURCHASING OR SITE CONTACT.
- CLEAR DETAILED DELIVERY ADDRESS.
- REQUIRED DELIVERY DATE.
- ANY SPECIFIC DELIVERY REQUIREMENTS / INSTRUCTION.
- COMPLETED SITE DELIVERY FORM WHICH INCLUDES SAFE LIFTING EQUIPMENT AND TRANSPORT ACCESS (If applicable, Available from our web site).
- PRECISE AND CLEAR DETAILS OF THE PART DESCRIPTIONS, QUANTITY AND LENGTHS REQUIRED (Feel free to contact your sales contact for any clarification needed)
- PURLIN PUNCHING LOCATION, SIZE AND MARK NUMBERS CLEARLY IDENTIFIED
 - PROVIDE PURLIN ORDER FORM SHOWING PUNCH AND HOLE LOCATIONS AND DIMENSIONS.(Available from our web site).
 - LARGER OR MORE COMPLEX PURLIN ORDERS PROVIDE ELECTRONIC NC FILES, AS WELL AS A PDF VERSION FOR OUR INTERNAL CROSS CHECKING.
 - SUMMARY OF QUANTITIES, LENGTHS AND TONS PER PART
- ANY CURRENT QUOTES OR PRICE GUIDES YOU HAVE BEEN PROVIDED BY THE REP OR FROM PREVIOUS SUPPLIED ORDERS.

Millform Products

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