

**Build Order Packet should include:**

- \_\_\_ Proofread Checklist
- \_\_\_ Build Order
- \_\_\_ 20-20 design floor plan/Ele.View
- \_\_\_ Appliance Worksheet w/spec sheet
- \_\_\_ Design Checklist
- \_\_\_ DC.CMC checklist

# Proofread Checklist

October 13, 2015

INV# \_\_\_\_\_ Job: \_\_\_\_\_

Sale Rep Sign: x \_\_\_\_\_

Cross check Sale Sign: x \_\_\_\_\_

**Step 1: Generate BUILD ORDER with numbering for labeling purpose.**

- Number Cabinets with 1, 2, 3...
- Number the Rest (e.g. Trims & Panels, Plumbings, Handles, Countertop Materials) with P1, P2, P3...
  - Trims & Panels | Plumbings&Fixtures | Handles: All requires numbering,
  - Countertop:
    - If countertop is sold with install service, NO NEED any numbering, since the material will be delivered to our fabricator directly from our vendor.
    - If sold only Pre-fab materials, NUMBERING IS REQUIRED!
  - Storage Solutions:
    - If Storage is installed inside the cabinet, e.g. pullout system (frame, bracket parts), WROTs, Corner Spinner Systems, etc.), **NO NEED any numbering!** Also Make Note as "Installed".
    - If Storage is provided separately to customer, **NUMBERING IS REQUIRED!** e.g. Arena trays for pullout systems, peg boards, cutlery items.

**Step 2: Match Cabinet Number (CID) with floor plan****Step 3: Match configuration (Invoice VS Floor Plan)****Step 4: Check Trims & Panels Quantity**

- EPW  EPB  RR96  CMP (for island back or other open sides)
- F4X42 (for wall)  F4x30 (for base)  F4x96 (for tall cabinet)  CMP (Others)
- TK  Top molding  Under cabinet molding

**Step 5: Check Storage solution**

- Width/ Height fits?
  - Cabinet Internal Width = Cabinet Width – 1.5"
  - Cabinet Height
    - Internal Height = Cabinet height – 1.5"
    - Pantry Bottom Internal height = 48"
- All Storages SKU# listed with "##" under cabinet line item correspondingly?
- Qty match (Qty stated under description VS sold qty)?

**Step 6: Check Appliance Spec → Width & Height**

- Cabinet Height above appliance (e.g. Fridge, microwave, sink, hood) correct?