



Seville Order Checklist

CHECKLIST FOR SUBMITTING A COMPLETE ORDER	
	Complete Global Information (Order Name, Door, Finish, Case and Hinge Specifications etc)
	Complete Ship to information (Address, Contact Name and Phone Number)
	Clear order information
	Job Name for Reference
	Signed Finish Acceptance Form (if applies to order)
	Signed Custom Color Approval Form (if it applies to order)
	Custom Quotes with reference quote number and drawings (if it applies to order) <i>(quotes are required to be submitted prior to order being placed. Quote requests can be submitted via QOE or emailed to quote@sevillecabinetry.com)</i>
	Drawings of Custom Items
	Floor plans and elevations that match the order submitted
	Appliance cutouts, reveals and manufacture specifications
	Appliance panel sizes and manufacture specifications
	Review Job-site delivery location to meet Straight Truck delivery requirements <ul style="list-style-type: none"> • Route is safe and legal to travel • Inspect for bridge and tree clearances Clearance requirement is 13' 6" • Truck turn-around clearances and road surface conditions • Accessibility of site.

If any of these items are required for the order and not received; it will be considered an incomplete order. The incomplete order will not be entered in order status until all information is received.