

Finding your Sales Agreement Number, Order Detail Number, or Order Number

In order for us to be able to look up your file, we need one of the numbers that uniquely identify the project. This is required for warranty purposes, and it also makes it easier to find the right part on out-of-warranty service requests, reducing the number of visits by a service technician to determine the style of hardware, glass specs, etc.

Below are sample documents showing where you can find these numbers.

Please note that documents may vary depending on who you purchased the product from. Unfortunately we can not look up files based on the sales agreement number if you have purchased the product through a dealer, reseller, or independent sales agent. In this case you will have to provide the Order Detail Number or Order Number.

		SALES AGREEMENT		Sales Agreement Number No. 31234	
<small>7620 MacDonald Road, Delta, B.C. Canada, V4G 1N2 Phone: (604) 940-8485 Fax: (604) 940-8486 Toll free: 1-800-337-8604 E-Mail: info@euroline-windows.com Website: www.euroline-windows.com</small>				SALES REP.: Someone	
				DATE: Nov. 15, 2013	
Sold To: Sample Customer		Cust.# 21511		Contact: Sample Customer	
Address: Sample Street 123				Phone: 1-800-123-1234	
City: Sample City				Fax: 1-800-123-1235	
Province: B.C.		Postal Code: A1B 2C3		Mobile: 1-800-123-1236	
Contact Email: sample@email.com				City: Sample City	
Project Name: Sample Form				Prov.: B.C. P.Code: A1B 2C3	
Ship To Address: Sample Street 123				Contact: Sample Customer	
City: Sample City		Prov.: B.C. P.Code: A1B 2C3		Phone: 1-800-123-1234	
PRODUCT Order Detail Number / Document Number					
A) All sizes and details as per signed-off drawings attached.				ORDER DETAIL # 137856	
B) Special Instructions:					
PAYMENT			QTY 1 WINDOWS & DOORS		\$ 1000.00
<input checked="" type="checkbox"/> CASH WITH ORDER		<input type="checkbox"/> ACCOUNT			



Order Detail Number

Sales Agreement Number

OD #	137856
SA #	1234
Tag Name:	SAMPLE FORM
Prepared by:	Someone
Date:	15-Nov-2013

QUOTE SALES AGREEMENT

Customer:	Sample Customer
Address:	Sample Street 123
City:	Sample City
Province:	AB
Postal Code:	A1B 2C3

Contact:	Sample Customer
Phone:	1-800-123-1234
Fax:	1-800-123-1235
Cell/Work:	1-800-123-1236
E-mail:	sample@email.com

Project:	Sample Form
Ship to:	Sample Street 123
City:	Sample City
Province:	AB
Postal Code:	A1B 2C3

Contact:	Sample Customer
Phone:	1-800-123-1234
Fax:	1-800-123-1235
Cell:	1-800-123-1236
E-mail:	sample@email.com

SPECIAL INSTRUCTIONS:	Per OD#137856



CANADA 7620 Mac Donald Road, Delta, B.C. Canada, V4G 1N2
Phone: (604) 940 8485 1 - 800 337 8604 - Fax:(604) 940 8486

Alberta office: #10 - 7102 52nd Street, Lacombe, AB Canada, T4L 1Y9
Phone: (403) 786 0001

Kelowna office: 1752 Springfield Rd, Kelowna, B.C. Canada, V1Y 5V6
Phone: (250) 448 8484 - Fax: (250) 448 8485

SAMPLE CUSTOMER
SAMPLE STREET 123
SAMPLE CITY BC A1B 2C3

Total Glass Sqft: 9.4

Document Number: 137856
Reference Number:

Page: 1
Date: 11/15/2013
Entered by: Someone

Customer No.: 21511
Tag Name: SAMPLE FORM

The **Document Number** and **Order Detail Number** are the same. Note that this number changes as revisions are made to a quote, and it is the number on the last revision (which the customer signed-off on) that is needed to identify an order.

Delivery Address: SAMPLE CUSTOMER
SAMPLE STREET 123
A1B 2C3 SAMPLE CITY

Order Detail No. 137856 Customer: SAMPLE CUSTC Tag Name: SAMPLE FORM Date: 11/15/2013 Page: 1

Item	Qty	Description	unit price	Total
1	1	GoldenLine 4600 Series - Window Outer dimension: W: 35 x H: 59 inch Type: Roto Frank Hardware Color: Ext: White / Int: White		



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SAMPLE CUSTOMER
SAMPLE STREET 123
SAMPLE CITY BC A1B 2C3

Shipping paper 517724/1
517724

Page: 1
Date: 11/15/2013
Entered by: Someone

Customer No.: 21511
Tag Name: SAMPLE FORM
Telephone: 1-800-123-1234
Delivery Date: 2014-01-01

The number on the shipping papers - which you received when your order was delivered - is your **Order Number**.

Delivery Address: SAMPLE CUSTOMER
SAMPLE STREET 123
A1B 2C3 SAMPLE CITY

Shipping 517724 Customer: SAMPLE CUSTC Tag Name: SAMPLE FORM Date: 11/15/2013 Page: 1

Item	Qty	Description	unit price	Total
1	1	GoldenLine 4600 Series - Window		