

ORDERING IT RIGHT!

BOOKING ORDER¹

We have put together a handy checklist to ensure that we have all the information to have your glass when you need it!

General

- Booking Order Number or Project Number with release numbers, should be similar to PO# 12345 Booking Order
- The latest Garibaldi quote number with revision should be similar to GGIQ20-XXXXXX or GGIQ-AAXXXXX
- Glass performance date [e.g. Q42021]
- Project schedule the approximate project duration *this is to be updated regularly by the customer [monthly – bimonthly] until PO's issued with finished sizes.
- Glass make-ups like substrates, coatings, and heat treatment
- Quantities and Block Sizes: Total sq. ft. per glass type
- Signature of authorized individual
- Order Samples, in particular if custom colour matching is required.

Feel free to add any special requirements like a non-standard spacer bar.

Please email your booking orders and orders directly to orders@garibaldiglass.com

Notes:

1. As the purpose of a Booking Order is to reserve production capacity and ensure materials are available at time of Purchase Order release, it is imperative that the purchaser understands that a Booking Order is a legal binding order document that must be managed to ensure the correct information is communicated with regards to quantities and schedules.