

ORDERING IT RIGHT!

PURCHASE ORDER

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

General

- Unique Purchase Order Number or Project Number with release numbers, should be similar to PO# 12345 Rel.1/4
- Project Name
- The latest Garibaldi quote number with revision should be similar to GGIQ20-XXXXXX or GGIQ-AAXXXXX
- Ship to Address [Site Map]
- Requested Delivery Date [available offload time]
- Project Manager Contact info [mobile, email]
- Site Contact or Site Superintendent [mobile, email]
- Signature of authorized individual

Glass Make-ups

- Glass Substrate[s]: Thickness and Heat Treatment
- Coatings with Surfaces [e.g. SN68 Surface 2]
- Opacifiers, Ceramic Frit, or OPACI-COAT-300® [e.g. 40% - 3mm Dot Etch Frit Surface 3]
- Spacer[s]: Type, Colour, and Size
- Fill: Air or 90% Argon
- Sightlines: Dimensions, Sealant Colour [dwgs for custom sightlines, edge deletion, offsets, and fills]
- Laminated Glass: Interlayer Types, Thicknesses, and Opacities
- Approved Sample Numbers for reference

Quantities, Sizes, and Sequencing

- Glass Types separated by specific alpha numeric designation [e.g. GL-1, GL-2, V1, v2, SP1, SP2]
- Quantities and Sizes: imperial = inches, metric = mm
- Tag numbers [e.g. F32-A, F32-B]

Glass Fabrication Details

- Shapes including notches etc. [CAD Dwgs if available]
*Always looking at surface #1
- Edgework [e.g. Flat Grind, Flat Polish, Shape Polish, Mitre° showing which edge, front or back]
- Holes including sizes, locations, counters in front or back

Packaging Details

- Packaging Options: Loose, Hoistable A-frame, L-Rack, or Crate
- Loading Sequence by crate or rack *Note – typically loaded from largest to smallest
- Orientation [e.g. Surface #1 facing out]
- Offload Capabilities: forklift, boom lift, dock, or crane with weight restrictions

Pricing Information

- Pricing per Unit of Measure [e.g. \$/Sf., \$/Li, \$/Side]
- Oversize Surcharges per Terms and Conditions
- Energy Surcharge: Included or % in effect for this quarter
- Additional Freight and Crate charges

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

Please email your orders directly to orders@garibaldiglass.com and order revisions directly to revisions@garibaldiglass.com