



# REPLACEMENT PARTS ORDER FORM

New P.O.# \_\_\_\_\_ Ordered By: \_\_\_\_\_ Date \_\_\_\_\_

Customer \_\_\_\_\_ Location/Branch # \_\_\_\_\_

<b>Original P.O. #</b> _____	<b>Job Name</b> _____
<b>Original Sales Order #</b> _____	<b>Line(s) #</b> _____
<b>Window ID#</b> _____	<b>Date of original</b> _____

Detailed explanation of problem:

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Describe replacement part(s) needed: (be specific)

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<b>QTY:</b> _____	<b>COLOR:</b> _____	<b>GLASS:</b> _____	<b>SCREEN: HALF</b> _____	<b>FULL</b> _____
<b>GRID:</b> _____				

**Exact Window Size (W X H)** \_\_\_\_\_ **Double/Single Hung** \_\_\_\_\_ **2-Lite Slider** \_\_\_\_\_  
**3-Lite Slider** \_\_\_\_\_ **Picture Window** \_\_\_\_\_ **Casement** \_\_\_\_\_ **Awning** \_\_\_\_\_

**Exact Glass Size (W X H)** \_\_\_\_\_ **Glass Thickness 3/4"** \_\_\_\_\_ **7/8"** \_\_\_\_\_

**\*\*Exact Sash Size (W X H)** \_\_\_\_\_ **Top** \_\_\_\_\_ **Bottom** \_\_\_\_\_  
**Outside Looking in Left** \_\_\_\_\_ **Outside Looking in Right** \_\_\_\_\_ **Center** \_\_\_\_\_

**Exact Screen Size (W X H)** \_\_\_\_\_ **Half Screen** \_\_\_\_\_ **Full Screen** \_\_\_\_\_

If special grid is needed please draw pattern in space below.

**\*\*SEE BACK OF FORM FOR MORE INFORMATION**

