

## Contractors Guide to Ordering Sheet Metal Products

We have created this guide as an easier way for contractors and the order desk at Allaire Custom Metal to communicate.

At the order desk it's been our experience that all minds don't think alike. As a result, mistakes occur and the contractor does not get what they need.

It is best to provide as much information about what you would like fabricated as possible. Below is a checklist of ordering procedures. Following these steps will get your order into production quickly and you will receive it without delay, making your project more efficient and profitable. (Time is money)

### Checklist for Contractors Orders:

Get a quote for the profiles you would like to order. Include these steps in your request for pricing:

- Determine the profile you want.
- Draw the profile on a piece of paper.
- Email us at [general@allairecustom.ca](mailto:general@allairecustom.ca) to communicate your needs.
- Provide the gauge and colour of material required.
- Provide directions on which side the colour will be on
- Include if hem on profile is open or closed.
- Give the degree you would like the material bent at
- Provide your name and contact information including phone number.
- Provide job site address and purchase order for requested material.
- Let us know if all taxes apply or if you have a tax exemption number.

Ask your contact at the order desk to include a copy of the profile pictures with the quote, so you can verify what you are looking for. If you have a large project that will be extended over a period of time, it would be best to have a profile sheet on file with Allaire Custom Metal. Have the profiles numbered or alphabetically identified to make it easier to order as required throughout the project.

If you would like your order delivered, please let us know at the time you place it. This will ensure the order is packaged properly for delivery.