



FCC COMMERCIAL FURNITURE, INC
 8452 Old Highway 99 North | Roseburg, Oregon 97470
 T. 800.322.7328 | www.fcc-create.com



FRESH FORWARD DECOR - FCC ORDER FORM

Thank you for choosing FCC Commercial Furniture for your next project! Please see below for order instructions.

STARTING AN ORDER WITH FCC:

- Complete the FCC Order Form providing billing and product delivery information.
- Gather your approved and final layout from your BDM, Project Manager or Jana Crisafi (crisafi_j@subway.com). PDF format is preferred. *(remember to also attach the final layout PDF to your email)*
- Email The FCC Order Form **AND** approved final layout to: subway@fccfurn.com

GOOD THINGS TO KNOW:

- Upon receipt of the order form and layout, FCC will begin processing your order request.
- Product quantities will be pulled from the approved drawing set submitted.
- Final invoicing will be emailed to the Company Email address provided below with details regarding payment.
- Please review final invoicing and product details prior to payment to ensure products are ordered as desired.
- Payment in full is required prior to orders being placed into production.
- Typical lead-times: 5-6 weeks after full payment is received. Transit time varies.
- FCC will make every effort to accommodate desired delivery dates where possible.

BILLING INFORMATION

Franchisee Name: _____ Franchisee Email: _____
 Company Name: _____ Company Email: _____
 Billing Address: _____ City: _____ State: _____ Zip: _____
 Company Phone: _____ Fax: _____
 Billing Contact Name & Job Title: _____
 A/P Email (IF DIFFERENT FROM ABOVE): _____

PLEASE NOTE:

Payment is required prior to orders being placed into production.
 Payment options: Check, ACH/Wire Transfer, Credit Card (3% processing fee for orders over \$3000)

SHIPPING & DELIVERY INFORMATION

Store #: _____
 Store Address: _____ City: _____ State: _____ Zip: _____
 BDM/SMO Name: _____ BDM/SMO Email: _____
 Delivery Address (IF DIFFERENT FROM ABOVE): _____ City: _____ State: _____ Zip: _____
 Onsite/Delivery Contact Name: _____ Contact Phone: _____
 Desired Delivery Date: _____
 Additional Notes: _____

GENERAL DELIVERY INFORMATION:

FCC will confirm delivery with listed onsite/delivery contact prior to shipping via email or phone.
 Reschedule of delivery by customer after product has shipped and final confirmation has been made may incur additional fees.
 Lift-Gate is available upon request (\$100 FEE), please advise at the time of order.
 Customer is responsible for offload of product at the time of delivery unless other arrangements have been made.

We're here to help, if you need assistance or have questions, please email subway@fccfurn.com or call us directly @ **800.322.7328**