

Production Order Forms

Production Order Forms follow for photocopying, and are also available on our web site and CD. They are designed to obtain the necessary information so that we can manufacture our products, against your specifications to provide :

1. Products that will meet the end clients aesthetic and operating requirements
2. Products to meet the physical site requirements

Some products are very simple and require no technical specifications other than, *i.e.*:

Part number	Description	Finish	Quantity
3202	Floor Door Stop	SCPV	10

Other products can become function and site specific, *i.e.*:

Pull handles (*refer to production order form 1*) require:

- Code number
- Pair back to back, or pair side by side, or single handle
- Mounting options
- Handing if applicable
- Finish
- Is it for a glass door
- Door thickness
- Quantity

or

Locking Flush Pulls (*refer to production order form 3*) require:

- Code number
- Operating function
- For wood or aluminium doors
- Door thickness
- Strike option
- Finish
- Quantity

Our desire is not to offend but to obtain the correct and full information at the outset so that production can proceed without delay. Production will not start until all information is available, or until there is mutual agreement on detail that does not hold up production on time sensitive projects.

They can be filled out on site, from a site survey by the salesperson, particularly any critical dimensional information and handing, or in the office by the estimator/salesperson from a site visit, or on surveying plans, but please be careful as the project may not be built according to the plans!

The forms are particularly useful on site visits as they are able to prompt the information required to complete the order at the outset.

The forms become our production document to avoid mistranslation of any information. They are designed to avoid the need to repeat title information and only to provide the necessary facts .

The Production Order Forms are,

1. Pull and Lever Handles
2. Accessories
3. Locks
4. Accessories and Miscellaneous
5. Promotional Order Form – To request marketing information

When production orders are placed, they should be supported with an official order detailing: part number, description, quantity and pricing. (no technical detail)

We are designing a new computer based order form with drop down boxes for single line detail. That will offer condensed pages and able to be readily e-mailed. This will be available on the web site soon.

production order form 1 – pull and lever handles

order from					delivery address									
mailing address														
tel #		fax #			contact									
date		order #			job reference			date rec'd						
line #	pull handles code #	mounting options					3 surface fixed (SF)✓	4 combination handles (TT or BB)	handing (LH or RH) if applicable. refer to technical literature	finish	glass door kit ✓	quantity pair/s	quantity single/s	door thickness ★
		1 back to back (BTB)✓	2 back fixed (BF)✓	Fastening option (screws)										
				counter-sunk or: (CS)✓	dome or: (DS)✓	Flat (FS)✓								
1.1														
1.2														
1.3														
1.4														
1.5														
1.6														
1.7														
1.8														
1.9														
1.10														

★ Mounting studs are 75mm long to suit door thickness up to 65mm. These can be provided to suit the door thickness required if specified. Provide door thickness if standard studs are too short.

line #	lever handles code #	Plate style and number, (C4/31+36 etc./ or rose type A,B etc./38F, 38R etc.)	handing	Lever (L) or fixed (F)	finish	quantity pair/s	quantity single/s surface fix	quantity single/s back fix	door thickness ★
1.11									
1.12									
1.13									
1.14									
1.15									
1.16									
1.17									
1.18									
1.19									
1.20									
1.21									
1.22									
1.23									
1.24									
1.25									

★ Standard screws are 76mm(3") and suit doors up to 55mm(2¼") thick. We do not generally shorten these screws ex factory. Please advise if your doors are thicker so that we can supply longer screws if required.

spindle required yes no size 7.6mm 8.0mm to fit lock type

line #	miscellaneous code # and/or notes	finish	quantity
1.26			
1.27			
1.28			
1.29			
1.30			
1.31			
1.32			
1.33			
1.34			
date		signature	



production order form 2 – accessories

order from				delivery address					
mailing address									
tel #		fax #		contact					
date		order #		job reference		date rec'd			
line #	flush pulls and VS flush pulls code #	fixing options A,B,C or D		door thickness		finish	quantity		
2.1		A – aluminium doors, single side							
2.2		B – wood doors, single side							
2.3		C – wood doors, back to back							
2.4		D – aluminium doors, back to back							
2.5									
2.6									
line #	offset flush pulls code #	handing	fixing options A,B,C,D or E		door thickness		finish	quantity	
2.7			A – aluminium doors, single side						
2.8			B – wood doors, single side						
2.9			C – wood doors, back to back						
2.10			D – aluminium doors, back to back						
			E – drawer pulls back fixed						
			(min. 35mm door required)						
line #	privacy flush pulls code #	turn options (TE or TT)		door thickness		finish	quantity		
2.11		TE – Turn and emergency							
2.12		TT – Turn and Turn							
2.13									
2.14									
line #	locking flush pulls code #	Function options SCO,SCI etc.		wood/aluminium	door thickness	strike (standard or 1899)	finish	quantity	
2.15		SCO – single cylinder outside							
2.16		SCI – single cylinder inside							
2.17		DC – double cylinder							
2.18		TI – turn inside							
2.19		CT – cylinder and turn							
2.20		(min. 38mm door required)							
line #	VS locking flush pulls code #	Function options		faceplate size	wood/aluminium	door thickness	strike (standard or 1899)	finish	quantity
2.21		SO – short opening							
2.22		LO – long opening							
2.23		P – privacy							
2.24		IO – inside only							
2.25									
2.26									
line #	VS euro locking flush pulls code #	Handing	LH / RH	faceplate size	wood/aluminium	door thickness	strike (standard or 1899)	finish	quantity
2.27									
2.28									
2.29									
2.30									
2.31									
2.32									
line #	miscellaneous code # and/or notes							finish	quantity
2.33									
2.34									
2.35									
2.36									
2.37									
date					signature				

production order form 3 – locks

order from				delivery address			
mailing address							
tel #		fax #		contact			
date		order #		job reference		date rec'd	
line #	escutcheons code #	spindle type for turns	spindle type A,B etc.			finish	quantity
3.1			A – 6 x 2mm legge B – 3/16"square spindle C – 4.5mm square spindle D – 7.0mm square spindle E – 7.6mm square spindle				
3.2			F – 8.0mm square spindle G – 5.0mm square spindle H – 6mm square spindle J – 3/16"square spindle on the diamond L – 8mm square recess (suit chant cylinders)				
3.3							
3.4							
line #	mortise/privacy lock, latch, night latch code #	finish	quantity	strike (standard or extended) code #	extension ★	finish	quantity
3.5							
3.6							
3.7							
3.8							
3.9							
3.10							
3.11							
3.12							
3.13							
3.14							
3.15							
3.16							
3.17							
3.18							
line #	mortise deadbolt code #	strike				finish	quantity
3.19							
3.20							
3.21							
3.22							
line #	mortise sliding door lock code #	strike				finish	quantity
3.23							
3.24							
3.25							
line #	mortise/privacy roller lock,latch code #	finish	quantity	strike (standard or extended) code #	extension ★	finish	quantity
3.26							
3.27							
3.28							
3.29							
3.30							
3.31							
3.32							
line #	miscellaneous code # and/or notes					finish	quantity
3.33							
3.34							
3.35							
3.36							
3.37							
3.38							
3.39							
3.40							

★ strike extension – lock centre line to door edge / lip bend

date	signature
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production order form 4 – accessories and miscellaneous

order from						delivery address							
mailing address													
tel #				fax #				contact					
date				order #				job reference				date rec'd	
line #	door stops and hold backs code #			keeper A or B (magnetic stop only)		finish	quantity	line #	recessed edge pulls code #			finish	quantity
4.1				A = 2 - 4 kg B = 8 - 12 kg				4.5					
4.2								4.6					
4.3								4.7					
4.4								4.8					
line #	flush sliding/pull bolts code #			offset dimension	extension	wood/aluminium	finish	quantity	strike code #	finish	quantity		
4.9													
4.10													
4.11													
4.12													
line #	square bolts code #			line style (if applicable)		bolt packer	finish	quantity	strike code #	finish	quantity		
4.13													
4.14													
4.15													
4.16													
line #	casement fasteners		base plate	pin length	handing	finish	quantity	line #	security/telescopic stays		handing	finish	quantity
4.17								4.21					
4.18								4.22					
4.19								4.23					
4.20								4.24					
line #	miscellaneous code # and/or notes										finish	quantity	
4.25													
4.26													
4.27													
4.28													
4.29													
4.30													
4.31													
4.32													
4.33													
4.34													
4.35													
4.36													
4.37													
4.38													
4.39													
4.40													
4.41													
4.42													
4.43													
4.44													
4.45													
date							signature						

order form 5- promotional information

order from	delivery address
mailing address	
tel #	fax #
date	contact

quantity

catalogue – hard cover with ring binder	
CD (including high and standard resolution PDF format files)	
A5 booklet	
chant™ grid pattern sketch pad	