

PROJECT NAME: _____

APPROX. DATE MATERIAL IS REQUIRED: _____
SCHEDULED OCCUPANCY DATE: _____

Note: Delivery date to be confirmed by AD Systems upon receipt of required information and approvals as stated in the AD Systems Introduction Letter.
Delays in receipt of these items may result in schedule impact. Typical install of AD Systems' doors is *after* paint and carpet install.

PROJECT INFO

Project/PO Number: _____
Project Address: _____
City, State, Zip: _____

Project Owner's Name: _____
Address: _____
City, State, Zip: _____
Phone: _____

Facility Contact: _____
Phone, Email: _____

Architectural Firm: _____
City, State, Zip: _____

Contractor's Name: _____
Address: _____
City, State, Zip: _____
Phone, Email: _____

SHIPPING INFO

Bldg/Company Name: _____
Customer c/o: _____
Ship-to-Address: _____
City, State, Zip: _____
Receiving Contact: _____
Receiving Phone: _____

CUSTOMER INFO (Your information as AD System's Customer - All Fields Required)

Customer Name: _____
Project Manager: _____
Phone: _____
2nd Phone: _____
Email: _____
Customer Address: _____
City, State, Zip: _____

BILL-TO INFO

Contact Name: _____
Phone, Email: _____
Billing Address: _____
City, State, Zip: _____

INSTALLATION BY

Company Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____
Phone, Email: _____

Please complete this form and return to:
adsystems.sales@allegion.com

Note: Inaccurate information or changes to the Ship-To-Address after shipment has been scheduled or has left AD Systems may result in additional freight costs and schedule impact due to rerouting as required. 24 hour notice prior to delivery will be given. Forklift will be needed on site to off load door(s). Weight of door ranges between 155 - 220 lbs. (without crate).

