



HPL (high pressure laminate) Estimate and Ordering Process

Your Drawings

In order to be as accurate as possible in estimating, your drawings should note the following.

1. Before you begin to draw, note your company, your name and assign a job name,
2. Color
3. Edge Style
4. Seam Placement
5. Caps (C) Raw Edges (R) Matching Edges (E)
6. Backsplash/ No backsplash
7. Countertop Depths: Kitchen, Vanity and Bar Tops
8. Angles other than 45 degree: 135 degree island tops, for instance.
9. Cabinet dimensions (if a complex drawing)
10. Overhangs, especially where radiused or clipped corners are requested
11. Size of Radiuses or clips
12. Sink Location/Dishwasher or any other cutout locations
13. Backsplash height

Always measure cabinet depth, especially in older homes built in the 1940's and 1950's, which may have cabinets measuring 20 to 21 inches deep instead of 24 inches, which is a standard for pre-made cabinets. Remember to allow an extra 3/4 inch to the total length for an overhang when the countertop does not butt up to a wall or an appliance.

Important Order Options:

- Sink Cutouts – to place a sink cutout in a top we need the following information:
 - The measurement from an end of the countertop to the center of the sink unit.
 - A template for cutting the hole (only if we are not installing or providing the sink.)

Also note that placing a sink cutout at our shop does make the top less stable. If the tops are not stored correctly between delivery to you and install at the guest's home, they can break, and you will be responsible for replacement.

- Existing Top Replacement – Please note if you are replacing an existing top and **MUST** have a certain size.
 - For Example, if the guest is replacing a 38" island and not remodeling the rest of the kitchen, even though the most common size island is 36", a 38" may be needed to cover a hole in the wallpaper where the existing top sat.
- Layouts and Templating – When in doubt about the top plan, please send a cabinet layout, or request templating. This allows us to see what you are trying to do and better assist you in achieving your desired layout.

Your Orders:

- Please itemize what you sell. If there is a mistake, it is easier to find if the order is itemized.
- Unless we are installing the tops, do not forget cartoning and freight charges.
- Inform the guest of what they are purchasing. If their existing top is seamless, but they are replacing it with a Postform Laminate Countertop, tell them about the seams. What is obvious to a designer is not always obvious to the guest.
- Phone orders are not recommended. It is best to place all orders via fax so we have a hard copy of dimensions and other information needed to process your order in a timely and accurate fashion.
- If you foresee a problem, call us and we can confirm or correct your understanding of the issue. Remember, your guest is your responsibility. You will be responsible for the cost of remaking a top if your guest is unhappy with or had an incorrect understanding of the product they were purchasing.



The Office Process

What happens to the order once it is faxed? The order returns to the person who estimated it or the head of the account.

Postform:

The order is either hand drawn or AutoCAD drawn. Then the order is placed through VT Industries of Iowa. You will receive a confirmation which must be signed off on. This is a very important step as mistakes or problem areas should be fixed before the order is faxed back to Fabricators. As hard as we try to minimize mistakes, in handling hundreds of accounts, errors are made on our end. It is your responsibility to verify the dimensions, color and edge profile once we send a confirmation. Make sure any changes on the confirmation are clearly marked. We will make the tops exactly to what has been approved on the confirmation!

Please return the confirmations in a timely manner. We reserve the right to “push out” delivery dates if the confirmation has not been received with enough time to make the tops.

If you are waiting on cabinets, but want materials ordered, we can draw up a preliminary and mark it hold for finals. This means as long as there are not drastic changes to the sizes of slabs you wish to order, we can hold the material here at our plant. When we receive the signed confirmation back, we can fabricate the tops and schedule them for the next delivery to your store. When you place the order, please give us a general idea of when you think you will have final dimensions.

Custom:

The order is placed into the production schedule. The production schedule varies depending on how busy Fabricators is. The order is then drawn on AutoCAD and prepared for confirmation. Because we make the tops at Fabricators, we do not have a set date that we order materials.

You will receive a confirmation which must be signed off on. This is a very important step as mistakes or problem areas should be fixed before the order is faxed back to Fabricators. As hard as we try to minimize mistakes, in handling hundreds of accounts, errors are made on our end. It is your responsibility to verify the dimensions, color and edge profile once we send a confirmation. Make sure any changes on the confirmation are clearly marked. We will make the tops exactly to what has been approved on the confirmation!

Please return the confirmations in a timely manner. We reserve the right to “push out” delivery dates if the confirmation has not been received with enough time to make the tops.

If you are waiting on cabinets, but want materials ordered, we can draw up a preliminary and mark it hold for finals. When we receive the signed confirmation back, we can fabricate the tops and schedule them for the next delivery to your store. When you place the order, please give us a general idea of when you think you will have final dimensions.

Fargo-built countertops: The latest you may submit finals before we have to push out the production date is three(3) days before the tops are scheduled for production. Fabricators must be contacted if there are extenuating circumstances and you will not be able to verify the confirmation on time.

Production dates and delivery dates are noted on your confirmation sheet.

Bismarck-built countertops: The latest you may submit finals before we push back the production date is:

- For Thursday or Friday production dates: 10 a.m. Tuesday
- For Monday, Tuesday or Wednesday production dates: 3 p.m. Thursday

If you have questions concerning the production schedule, contact Fabricators.



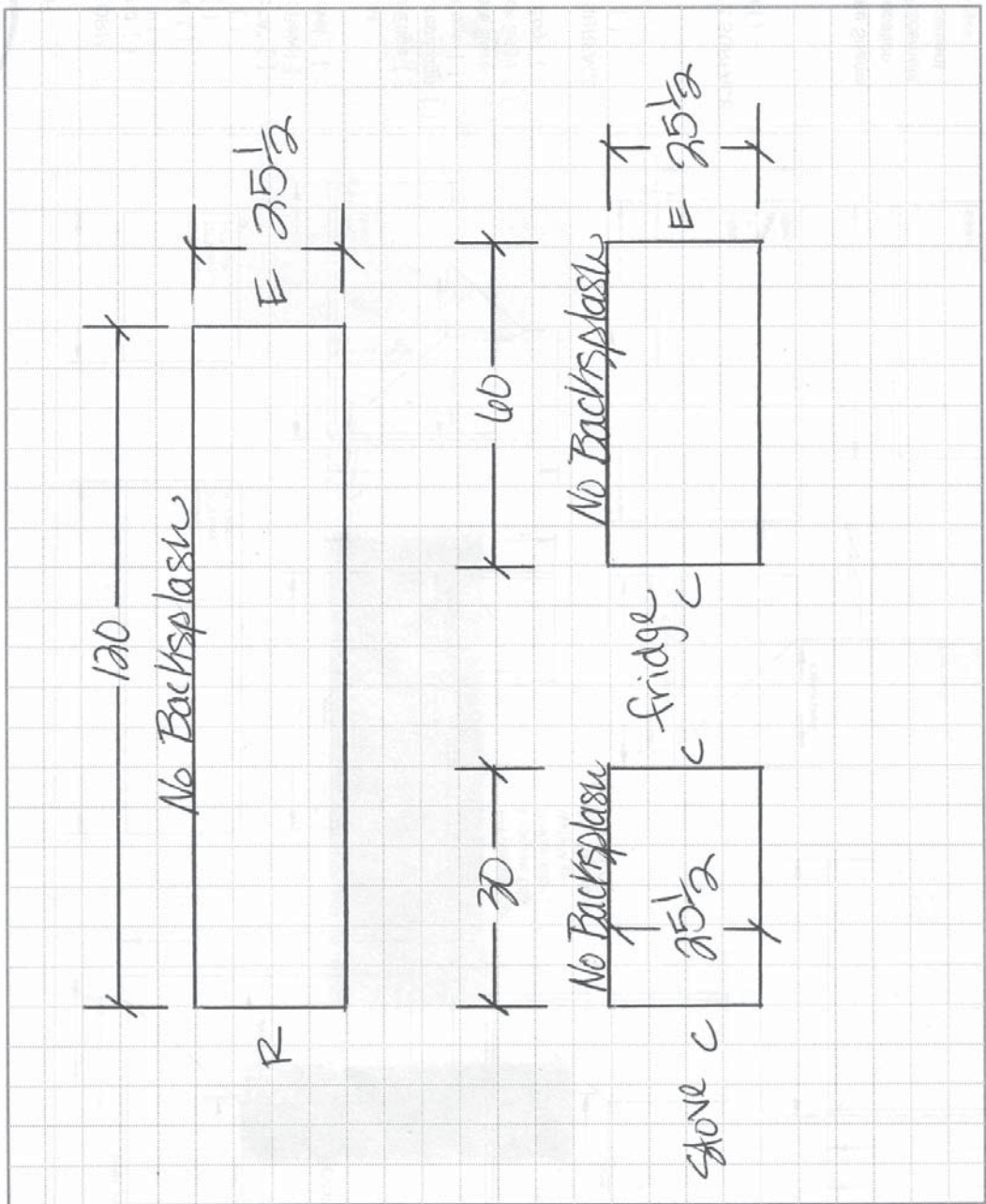
Hand drawn plan sheet for a quote

DEALER NAME Tops
 YOUR NAME Jill
 JOB NAME Smith

P.O. # _____
 CPU [] OT []

Quote
 Order []
 Order Date 03-13-07
 Need Date 04-13-07

Phone 800-747-1185
 Fax 701-237-0270



1) COLOR 4142-60

2) POSTFORM

- Standard []
- Tempo []
- Caprice []
- Nova []
- Futura []
- Classic "A" []
- Classic Bevel []
- Post Bevel []

3) CUSTOM

- Square Edge
- Sculptured Edge []
- L/W/L Edge []
- Laminate Bevel []
- Gemlock Edge []
- Corian Edge []

4) SOLID SURFACE

- Corian []
- Gibraltar []
- Other _____

5) QUARTZ SURFACE

- Zodiaq []
- Other _____

Indicate:

- Laminate Seams
- Miter Location
- Edge Placement
- B/S Placement
- Raw Edges
- Caps
- Partial Caps





HPL Ordering and Estimation

Pre-made postform plan sheet for quotes - Ex. 1

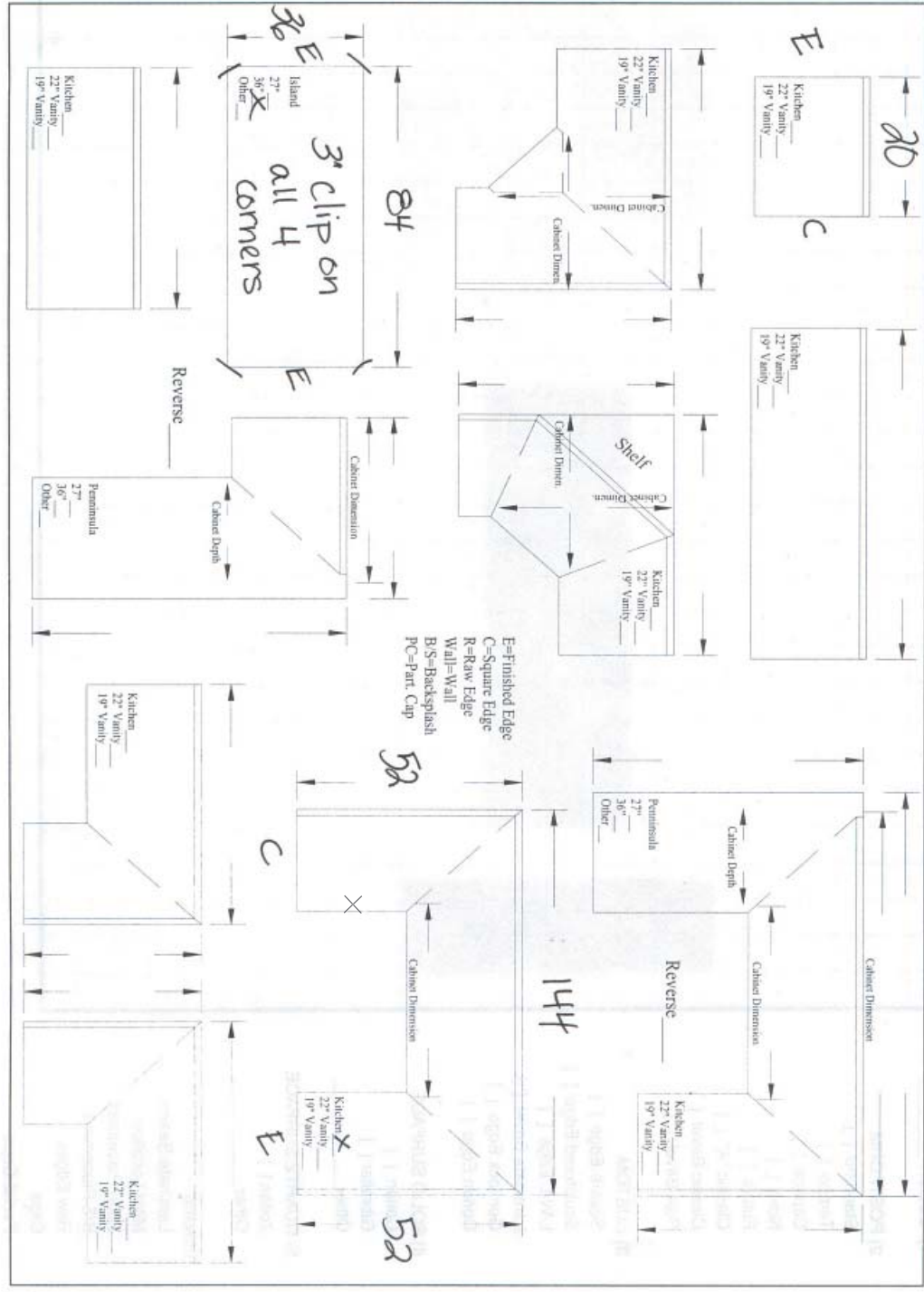


Phone 800-747-1185
 Fax 701-237-0270
 828 NP Ave • Fargo, ND 58102

Quote
 Order
 Order Date 03-06-07
 Need Date 04-11-07
 P.O. # _____
 CPU OT

DEALER NAME Tops
 YOUR NAME Joe Johnson
 JOB NAME Johnson

- 1) COLOR 1816-35
- 2) POSTFORM
 - Standard
 - Tempo
 - Caprice
 - Nova
 - Futura
 - Classic "A"
 - Classic Bevel
 - Post Bevel
- 3) CUSTOM
 - Square Edge
 - Sculptured Edge
 - L/W/L Edge
 - Laminate Bevel
 - Gemlock Edge
 - Corian Edge
- 4) SOLID SURFACE
 - Corian
 - Gibraltar
 - Other _____
- 5) QUARTZ SURFACE
 - Zodiaq
 - Other _____



Indicate:
 Laminate Seams
 Miller Location
 Edge Placement
 B/S Placement
 Raw Edges
 Caps
 Partial Caps





SAMPLE DRAWINGS

HPL Ordering and Estimation

Pre-made postform plan sheet for quotes - Ex. 2

DEALER NAME Tops
YOUR NAME Jill
JOB NAME Meyer

P.O. # _____
CPU [] OT [X]

Quote [X]
Order []
Order Date 03-06-07
Need Date 03-27-07

Phone 800-747-1185
Fax 701-237-0270



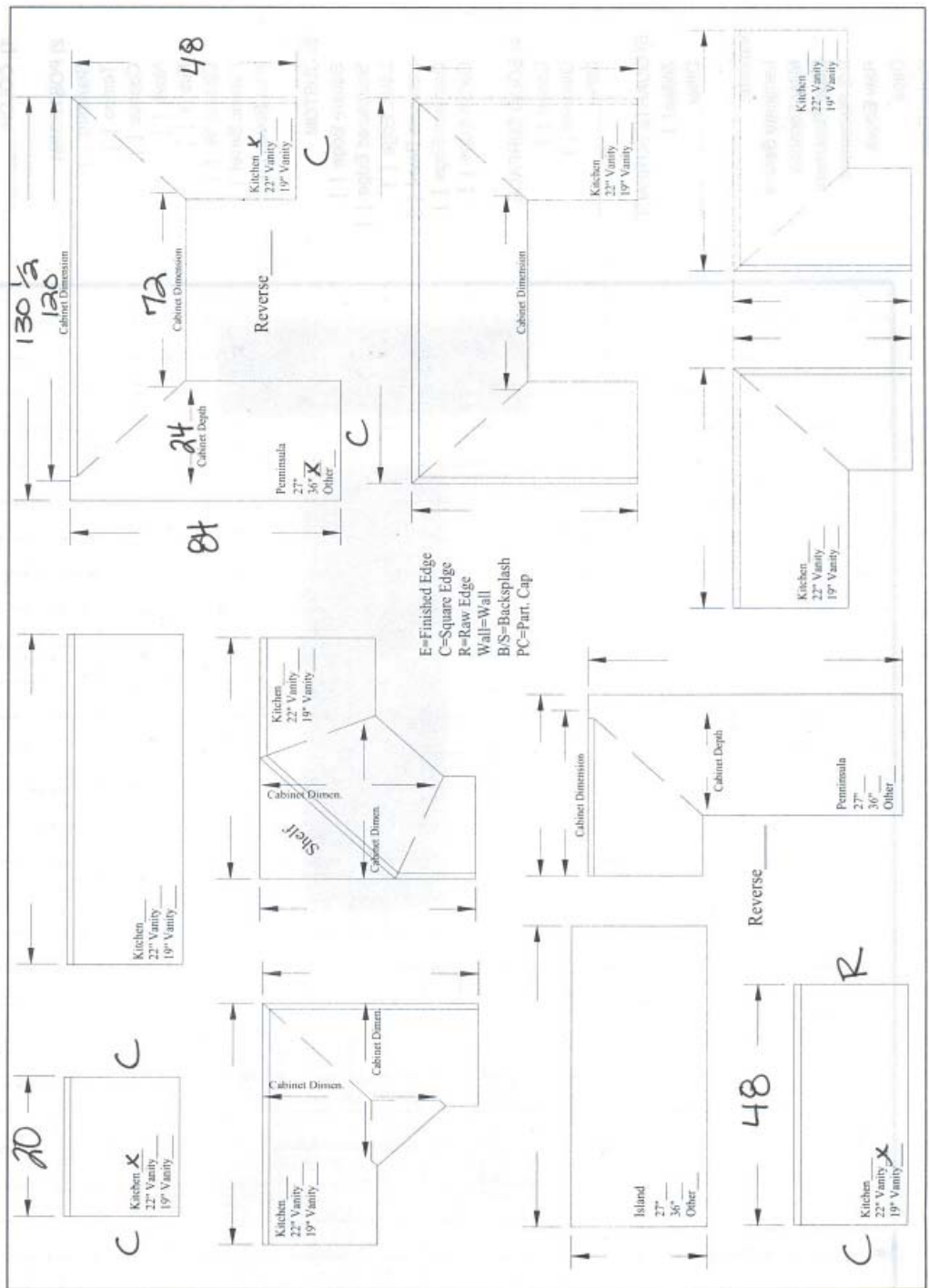
1) COLOR B20-35

- 2) POSTFORM
 Standard []
 Tempo []
 Caprice []
 Nova
 Futura []
 Classic "A" []
 Classic Bevel []
 Post Bevel []

- 3) CUSTOM
 Square Edge []
 Sculptured Edge []
 L/W/L Edge []
 Laminate Bevel []
 Gemlock Edge []
 Corian Edge []

- 4) SOLID SURFACE
 Corian []
 Gibraltar []
 Other _____
- 5) QUARTZ SURFACE
 Zodiaq []
 Other _____

Indicate:
 Laminate Seams
 Miter Location
 Edge Placement
 B/S Placement
 Raw Edges
 Caps
 Partial Caps





Pre-made postform plan sheet for quotes - Ex. 3

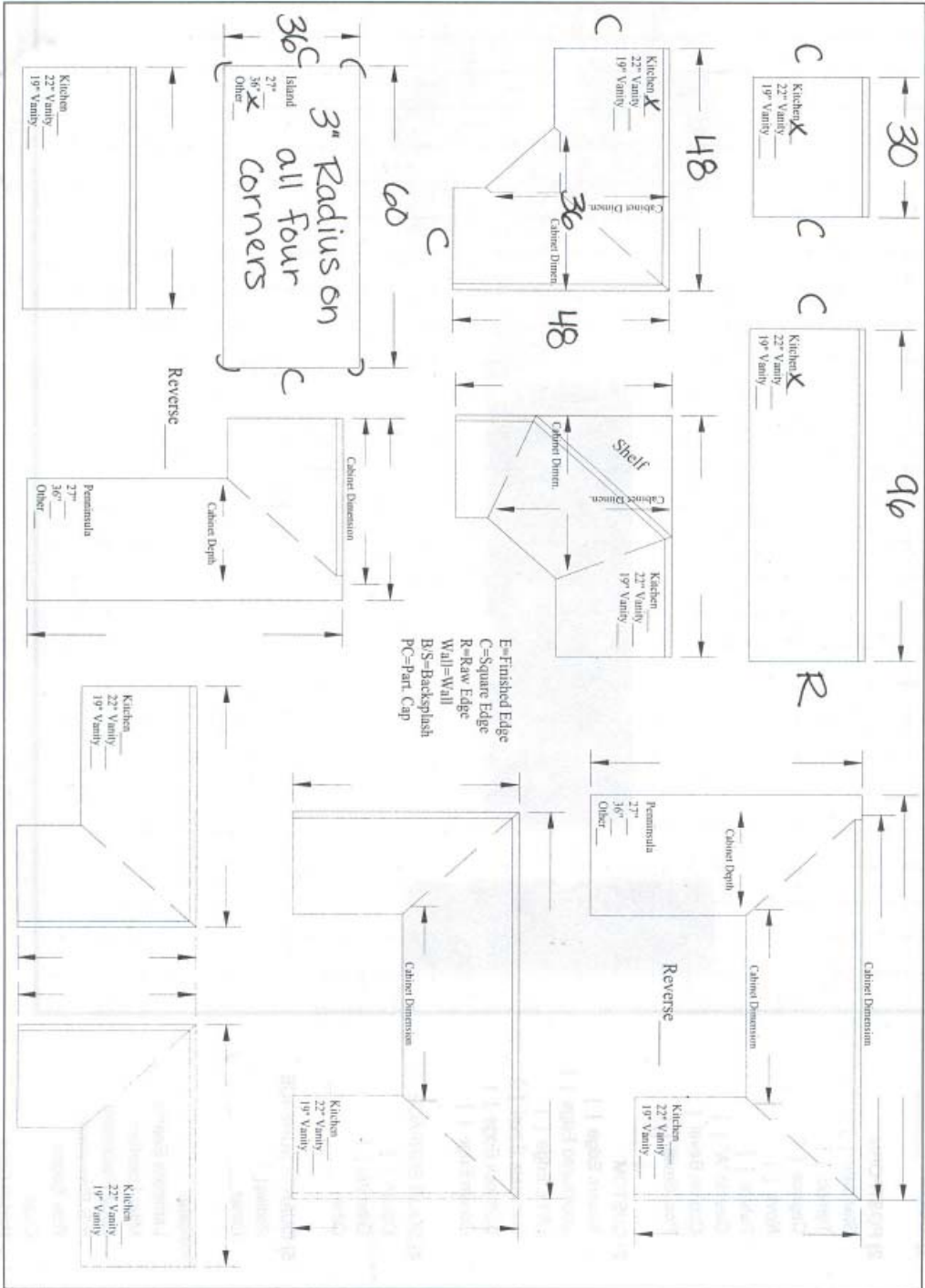
Fabricators UNLIMITED inc.
 828 NP Ave • Fargo, ND 58102

Phone 800-747-1185
 Fax 701-237-0270

Quote Order
 Order Date 02-03-07 Need Date 03-29-07
 P.O. # _____ CPU OT

DEALER NAME Tops
 YOUR NAME De
 JOB NAME Smith

- 1) COLOR 4142-60
- 2) POSTFORM
 Standard
 Tempo
 Caprice
 Nova
 Futura
 Classic "A"
 Classic Bevel
 Post Bevel
- 3) CUSTOM
 Square Edge
 Sculptured Edge
 LW/L Edge
 Laminate Bevel
 Gemlock Edge
 Corian Edge
- 4) SOLID SURFACE
 Corian
 Gibraltar
 Other _____
- 5) QUARTZ SURFACE
 Zodiac
 Other _____



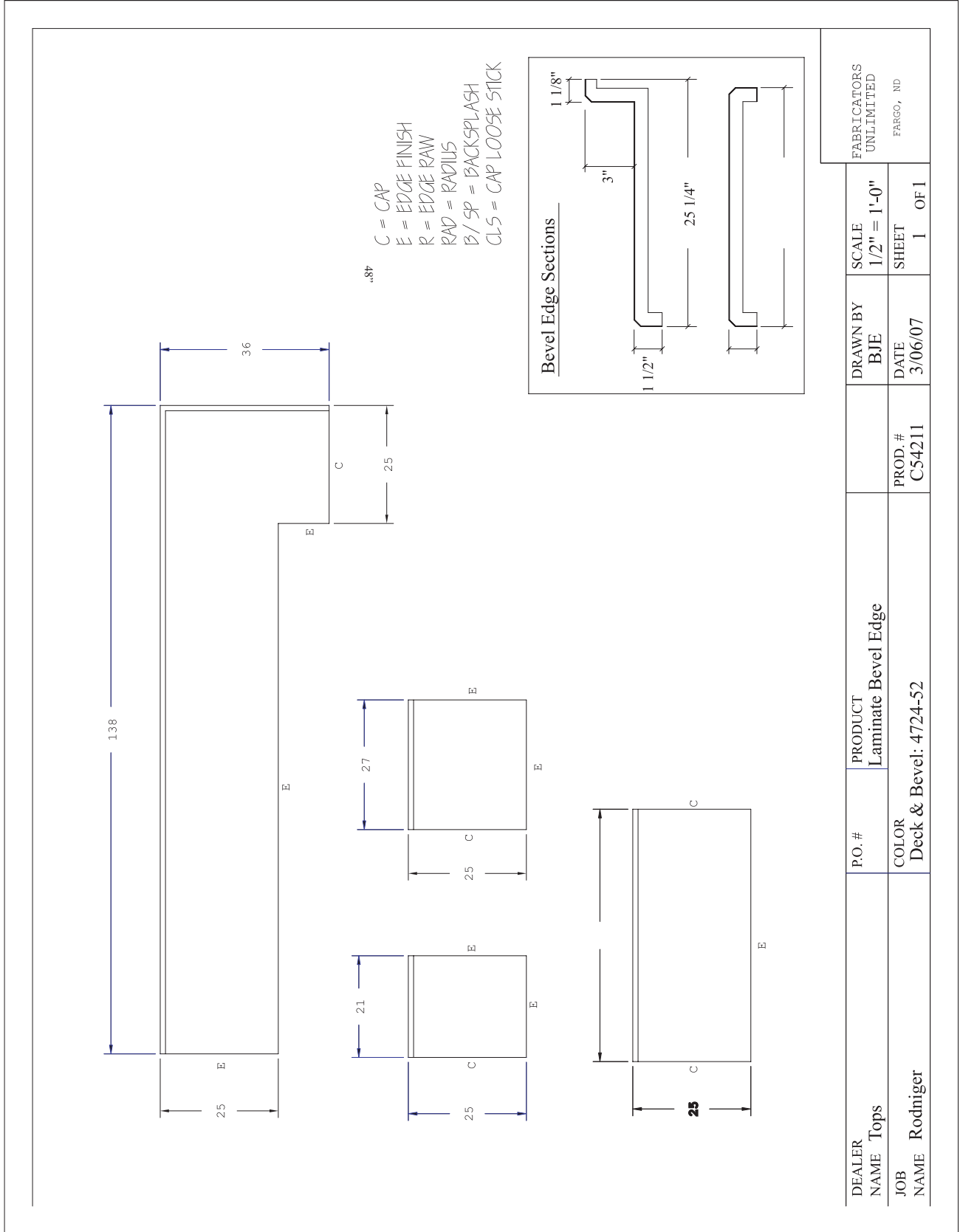
Indicate:

- Laminate Seams
- Miter Location
- Edge Placement
- B/S Placement
- Raw Edges
- Caps
- Partial Caps





CAD drawn production order with confirmation request page 2



DEALER NAME Tops	P.O. #	PRODUCT Laminate Bevel Edge	DRAWN BY BJE	SCALE 1/2" = 1'-0"	FABRICATORS UNLIMITED
JOB NAME Rodniger	COLOR Deck & Bevel: 4724-52	PROD. # C54211	DATE 3/06/07	SHEET 1 OF 1	FARGO, ND





828 NP Ave • Fargo, ND 58102

Phone 800-747-1185

Fax 701-237-0270

Quote []

Order []

Order Date _____

Need Date _____

DEALER NAME _____

YOUR NAME _____

JOB NAME _____

P.O. # _____

CPU [] OT []

1) COLOR _____

2) POSTFORM

- Standard []
- Tempo []
- Caprice []
- Nova []
- Futura []
- Classic "A" []
- Classic Bevel []
- Post Bevel []

3) CUSTOM

- Square Edge []
- Sculptured Edge []
- L/W/L Edge []
- Laminate Bevel []
- Gemlock Edge []
- Corian Edge []

4) SOLID SURFACE

- Corian []
- Gibraltar []
- Other _____

5) QUARTZ SURFACE

- Zodiaq []
- Other _____

Indicate:

- Laminate Seams
- Miter Location
- Edge Placement
- B/S Placement
- Raw Edges
- Caps
- Partial Caps

