



# CHECKLIST



May-09

For: Regular Orders

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1. Customer Name: \_\_\_\_\_

Cust. #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext.: \_\_\_\_\_

Billing Company: \_\_\_\_\_

Ship To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

P.O. #: \_\_\_\_\_

Tel. #: ( \_\_\_\_ ) \_\_\_\_\_

Fax #: ( \_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

2.

Item #	Qty	Part Description	Comments	Target Price

### 3. IF DETAILS UNKNOWN: Key questions to ask customers

O.D. (Outside Diameter)				Number of Grooves				
What type of V-belt	1/2" A/4L <input type="checkbox"/>	21/32" B/5L <input type="checkbox"/>	3/8" 3V <input type="checkbox"/>	5/8" 5V <input type="checkbox"/>	7/8" C <input type="checkbox"/>	1" 8V <input type="checkbox"/>	1-1/4" D <input type="checkbox"/>	1-1/2" E <input type="checkbox"/>
Shaft Diameter				Bored to size <input type="checkbox"/> Bushed type <input type="checkbox"/>				

### 4. Additional Possibilities:

Item #	Other Supplier:	Industry Application:	
	Competitor Part #:	Volume Order:	Blanket Order:
	Replacement Part <input type="checkbox"/> OR New Project <input type="checkbox"/>	Existing Business <input type="checkbox"/>	

### 5. Shipping Details

Pick-up                       PPD    Carrier: \_\_\_\_\_

Collect                              Carrier: \_\_\_\_\_                      Account #: \_\_\_\_\_

PPD & charge                      Carrier: \_\_\_\_\_