

Name: _____ Order Verification #: _____

PO #: _____ Job Name: _____ Date: _____

Authorized By: _____

CHANGES		
ITEM NUMBER	CHANGE FROM	CHANGE TO

ADDITIONS	
ITEM NUMBER	ADDITIONAL INFORMATION

CANCELLATIONS	
ITEM NUMBER	ADDITIONAL INFORMATION

FOR OFFICE USE ONLY

1. Any special order items to be cancelled or changed?	Yes	No
2. Is an amendment needed?	Yes	No
3. Fax new order acknowledgement to dealer?	Yes	No
Change approved by: _____ Order changed by: _____ Date Changed: _____		

PLEASE NOTE: Upon receipt of an "Order Acknowledgment", you have 48 hours (2 business days) to make changes or corrections to your order before it enters production. After such time special order items have already been ordered and cannot be changed or cancelled.