



## Order Instructions

Check the ORDER box at the top of the Northern Contours order form. Note number of pages at upper right: Page \_\_\_ of \_\_\_. Fill in the Date, Job Name (if applicable), PO #, and your name.

### Bill to • Ship to

1. Complete Bill To address.
2. Complete Ship To if it differs; include whether the address is Commercial or Residential. Your order acknowledgement will be sent to the Bill To fax number.

### Foil • Backer • Glaze • Door Style

1. Select a foil and enter the four digit number in the boxes provided. The number can be found on the back of your foil sample, foil deck or in the Foil Reference Chart on page 29 of the Product Guide.
2. Choose a melamine backer. White melamine is standard back on all doors and drawer fronts if nothing is specified. If matching melamine back is preferred, please check for availability on the Foil Reference Chart or by contacting customer service. Backers other than white will have an upcharge.
3. Check Glaze Color if applicable. - White or Walnut.
4. If ordering from the Select Series (designing your own door) specify the Inside and Outside Profile numbers in the boxes provided. If ordering a door with a specific name, enter it in the Door/Drawer Front Name box.

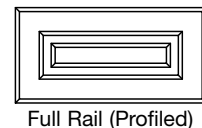
Note: If you have chosen a woodgrain foil, standard grain direction on all doors, frames and mullions is vertical. If you prefer a horizontal grain, please indicate in the Notes column of the next section on the corresponding line.

### Doors • Frames • Mullions

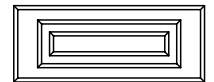
1. Check the box for your choice of Slab, Square, Cathedral or Arch door style when ordering from the Select Series or ordering a Breckenridge, Classic or Wellington style. If nothing is specified, the default is square. If your order includes a mix of styles, please use the Notes column to indicate your preferences.
2. Check Yes or No for Fingerpulls. There is an upcharge for this option. Standard location for doors is both top and bottom. Use Notes column if you prefer a different location.
3. Specify hinge drilling - pattern 1, pattern 2 or other. If other, please attach drawing with specifications. (see page 4 of Product Guide). If the line is blank, default is no hinge drilling. There is an upcharge for hinge drilling. If ordering doors with cathedral or arch styles, specify in Notes column which side you need drilled, left, right or pair, as seen when looking at the door face. If some doors do not need drilling, please specify in Notes column as well.
4. Enter quantity and exact width and height to the nearest 1/16" or 1 mm for each item. Use the Notes column to note frames, mullions, cathedral or arch styles and other special requests.

### Drawer Fronts

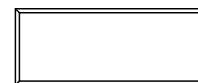
1. Choose a drawer front style: Slab or Profiled. For profiled drawer fronts, some dimensions will require a front with a reduced rail and center profile. See Product Guide for the door series you are ordering or contact customer service for details.
2. If ordering a woodgrain foil, check Vertical or Horizontal grain direction. If neither is checked, you will receive horizontal.
3. Check Yes or No for Fingerpulls. There is an upcharge for this option. Standard location for fingerpulls on drawer fronts is top or bottom only. See page 4 of Product Guide for drawings.
4. Enter the quantity and exact width and height to the nearest 1/16" or 1 mm for each item. Use the Notes column for special requests.



Full Rail (Profiled)



Reduced Rail (Profiled)



Slab

Order Instructions continue on next page.



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### Accessories

Enter quantity. Use the Description column for details including exact size (if applicable) and special requirements.

### Shipping Instructions

1. Check the box for your preferred shipping method, otherwise we will ship Best Way.
2. Check Yes or No for forklift availability.

### Payment Method

Check your method of payment. First time orders require a 50% payment before order is put into production.

### Signature • Date

Sign and date your order and fax or email to the appropriate plant (MN or KY).

You will receive an order acknowledgement within 24 hours.

Please check for accuracy immediately and call us with any changes or corrections.

Once an order is placed into production, changes and cancellations are subject to a \$20 charge plus the cost of time and materials.