



K.G. STEVENS

TRANSFORMING THE COMMON PLACE

ORDER FORM – QUARTZ / STONE

16605 West Victor Road

New Berlin, WI 53151

Tel: 262-432-1060 Fax: 262-432-1063

KGS Quote #: _____

DATE: _____ P.O. #: _____
 Contractor: _____ Job Name: _____
 Contact Name: _____ Address: _____
 Address: _____ City, Zip Code: _____
 City, Zip Code: _____ Ph. / Home: _____ Cell: _____
 Ph.: _____ Fax: _____ Cell: _____ Customer Email: _____
 Email: _____ (We need Customer Email for Warranty and Care & Maint. info)

Who do we contact for scheduling? Contractor () Customer () Other: _____ Lock Box: _____

JOB TYPE: New Construction () Remodel () Commercial () Misc ()
ROOM: Kitchen () Bath () Other (please describe): _____
CABINETS: Existing () New ()
COUNTERTOP: Brand/Color: _____
 Selected at: _____ Hold Order: Yes () No ()
 Front Edge Treatment: _____
 Material Thickness: Standard 3cm - 1 1/4" () or 2cm - 3/4" () **GRANITE SEALER:** Standard () 15-Year ()
 Backsplash: Set on () None () Height: _____
 Sidesplash: Set on () None () Left () Right ()

MATERIAL: Approximate Square Feet: _____

PROMOTION: Is this job part of any promotion? Y / N

SINK: **SINK PROVIDED BY:** KGS () Contractor () Homeowner ()
 Make/Model/Color: _____
 Top Mount () Under Mount () **IS SINK:** On Job Site ()? Delivered to KGS ()? Ordered by KGS ()?

FAUCET DRILLINGS: 1 2 3 4 5 Faucet Centers: 4" () 8" () Other: _____ Model #: _____

RANGE SPECS: Cook-Top () Downdraft () Slide-In () Free Standing () Model #: _____
IS COOKTOP/DOWNDRAFT: On Job Site ()? Or Delivered to KGS ()? **IS SLIDE-IN RANGE:** On Job Site ()? Or Specs Attached ()?

TEAR-OUT BY: Homeowner () KGS () Contractor () Other ()
TEMPLATES: Drawing () DWG/DXF File () Dropping off () KGS Measure ()
JOB TYPE: **FABRICATION & INSTALLATION () PICK UP () DELIVERY ()**

TARGET MEASURE Date: _____ **TARGET INSTALL/PICK UP Date:** _____

PLEASE NOTE THAT FIELD MEASURE WILL NOT OCCUR UNTIL ALL UNDERMOUNT SINKS, COOKTOPS AND DOWN DRAFTS ARE ON SITE OR RECEIVED BY K.G. STEVENS. BUILT IN RANGE SPECS MUST BE RECEIVED WITH ORDER FORM.

We do not work with Electricity, Gas or Plumbing! Install date will be determined once a signed off drawing is received.

When the job is ready to measure, we will contact your customer directly to set a measure date. Remember, all quotes are subject to change upon final field measurement. We will get back to you after we receive a complete order to confirm a measure date.

SPECIAL INSTRUCTIONS: _____

IN ORDER TO PROCESS YOUR JOB COMPLETELY - INCLUDE THE DRAWING, ORIGINAL QUOTE & THIS FORM.

ATTACH A MAP OR DIRECTIONS IF THE ADDRESS IS DIFFICULT TO FIND!
 I have selected the above details, if any changes are made, I will fax a **Change Order Form**.