**Sample Order Procedure**

Below is the work process for Custom “made in House” products. This may also include a combination of made in house with purchased part as well. anything that is 100% buyout should not have a SS-SAMPLE part ID, but rather an underscore to purchase against.

1. Enter sample order in Visual using SS-SAMPLE part ID.
2. In the PO field enter what the sample is and Customer Name. This will help everyone know what is being discussed when a sample order is brought up in a meeting.
3. Please add any details to line specs that could be helpful. We need as much information as we can get in order to create a work order and release it quickly.
4. Please attach a drawing with dimensions and material requirements. Alternatively provide a description of what is being made with a list of materials and dimensions as well as required steps to fabricate. This information is necessary in order to create a work order and release it quickly. The drawing can be a sketch as long as it references materials and has dimensions.
5. If there are materials that will need to be Laser, Router or Zund cut then a cut file must be created and it must be in the job folder. This is standard practice for all work orders.
6. For job specific purchased parts we must have the following information:

**a:** If the material is custom fabricated, a detailed drawing with specifications along with a quote from the Vendor must be provided. Preferably attached in the work order folder. Example: Stirrup Metal Products, $275.00 lot charge.

**b:** If the material is purchased, the vendor information must be provided along with the cost. Example: McMaster Carr item number 90291A537, Quantity 1 pack, $8.80 per pack.

1. Attach any art files needed to produce HP or AGFA graphics in the work order folder.
2. When saving the sales order, select **Unreleased** for the work order status. This will add it to Production Planning’s unreleased work order report.

Please note, we understand that Sample Orders need to be turned around quickly. Once you have created the order you can send it directly to myself, Freddy or Bob in Production Planning. One of us will take care of it immediately provided all of the information we need is available. The work order will then be walked over to the initial production department.

If there is any missing information, the order will be sent back with a request for the missing information.

If you have any questions about this process please let me know.

Thanks,

Dave Kennedy