

# What you need to know about our Quote to Order Process

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## Colors & Finishes

Most of our furniture comes in a variety of colors and finishes. We want to make sure you get the best look in your space. Did we provide these options to you? If a color or finish was not specified, please request this information.

## Quantities

"When reviewing your quote, make sure the quantity matches what you need."

## Shipping Information

Great! We can't wait to deliver it to you! Please confirm the shipping contact and address is correct on your quote, so it comes to you and not someone else!

*\*\*If delivery falls during summer break for your school, we will need a summer contact for receiving during these off hours. Name, e-mail and phone number are required\*\**

## We need your signature!

We can't turn a quote into an order without your signature! If everything is correct, please sign/date and e-mail the quote back to us

*\*\*Some school divisions require a PO as well as the signed document, make sure to ask your AP department if you are unsure\*\**

## Standard Lead Times

Most of our vendors have a standard lead time for production, which can impact your delivery date. Some of our popular products may be "specials" which can have a slightly longer lead time. This is good to know if you are working with a deadline.

## ETA

Once your order is placed, we will receive confirmation from our vendors approx. 2 weeks later. Once we have this, we will provide you with an ETA for delivery.