Credit/Pickup

WINDOOR Company, Inc.
1604 North Illinois St. Swansea, IL 62226 • 618 / 236-7766 fax: 618 / 236-9717

Customer: _____ Job Name: _____

_____ _____

_____ _____

Phone: _____ Fax _____ Job Phone: _____

Cell: _____ ACCOUNT NO.: _____ Date: _____

Notes:

_____

_____

_____

Original P.O. #

Pick up ordered by: _____

Date picked up: _____

Reason for pickup:

Describe whether the item is visibly damaged, reusable, to be returned to stock or vendor, etc.

Quantity	Unit	SKU (If known)	Description	A/B/C	

Salesperson: _____ Vendor #1: _____ RA# _____

Picked up by: _____ Vendor #2: _____ RA# _____

Form Completed by: _____ Vendor #2: _____ RA# _____

Inspected by: _____

Approved by: _____

NOTE: SPECIAL ORDERS Cannot Be Cancelled, Exchanged, or Returned

In most cases, Windoor offers professional review/measurement of customer's site free of charge. Customer acknowledges that any other information such as sizes and/or existing site conditions provided are the responsibility of the customer.