

## ORDER RELEASE CHECKLIST

The lead times our team communicates initiate from the date an order is ready to release to Production. What does this mean for you? **Without the following, we are unable to process your order until all required information is received.**

**For us to process PO# \_\_\_\_\_, please provide:**

- Distributor Purchase Order** With accurate pricing and product information.
- Pole-Top Information** If drilled, provide fixture orientation and drill template; if tenon, provide size; or denote cap only.
- Options and Accessories Location and/or Orientation** If applicable, provide height above base and orientation in relation to hand hole (HH is @0°).
- Finish** One of our 14 standard colors, 3 premium colors, RAL color, or custom-color match.

*NOTE: If your order is for a custom and/or non-standard pole design, engineering drawings may be provided and required to be signed prior to assigning an Estimated Ship Date (ESD) for the order.*

**For this order to ship as planned, we MUST have the following:**

- Contact Name and Number for Delivery** The person who will be responsible for receiving this order.
- Billing Information** If third-party billing, billing account # and billing zip code.

For help with questions regarding your orders, please continue to communicate with us through an established service ticket for an order, or reach out to Project Management: [orders@unitedlightingstandards.com](mailto:orders@unitedlightingstandards.com)