

# Special Parts Order Forms

## Form SPO-115-4NC

- 5-2/3" x 9-1/4"
- 4 part carbonless - White, Canary, Pink, White Tag
- Snap-out with extra perforation on last page
- Packaged 100 per pack

Form SPO-115-4NC is a 4-part carbonless order form. It includes a header with 'ITEM #612', 'FORM #SPO-115-4NC', and 'MADE IN THE U.S.A.'. The form contains fields for 'CUSTOMER'S CONTACT' (NAME, ADDRESS, CITY/STATE, ZIP), a table for 'WORK ORDER' with columns for 'ORDER DATE', 'ESTIMATED ARRIVAL', 'EMERGENCY DESCRIPTION', 'PRODUCT DATE', 'COLOR', and 'TRIM'. Below this is a table for 'PART NUMBER', 'DESCRIPTION', and 'NOTES'. At the bottom, there are fields for 'TEST NOTIFICATION DATE', 'BY', 'PART NOTIFICATION DATE', 'BY', 'DATE CARD MAILED', and 'BY'.

612

## Form TOY-115-5NC

- 5-2/3" x 9-1/4"
- 5 part carbonless - White, Canary, Pink, Goldenrod, White Tag
- Snap-out with extra perforation on last page
- Packaged 100 per pack

Form TOY-115-5NC is a 5-part carbonless order form. It includes a header with 'ITEM #614', 'FORM #TOY-115-5NC', and 'MADE IN THE U.S.A.'. The form contains fields for 'CUSTOMER'S CONTACT' (NAME, ADDRESS, CITY/STATE, ZIP), a table for 'WORK ORDER' with columns for 'ORDER DATE', 'ESTIMATED ARRIVAL', 'PRODUCT DESCRIPTION', 'PRODUCT DATE', 'COLOR', and 'TRIM'. Below this is a table for 'PART NUMBER', 'DESCRIPTION', and 'NOTES'. At the bottom, there are fields for 'TEST NOTIFICATION DATE', 'BY', 'PART NOTIFICATION DATE', 'BY', 'DATE CARD MAILED', and 'BY'. A footer section includes 'WHITE - CUSTOMER COPY', 'CANARY - ORIGINATING DEPT. COPY', 'PINK - PARTS MONITORING', 'GOLDENROD - PARTIAL NOTICE', and 'YELLOW - CUSTOMER NOTIFICATION'.

614

## Form SA-112-3

- 6" x 4"
- 3 part carbon interleave - White, White Tag, White Tag
- Packaged 100 per pack

Form SA-112-3 is a 3-part carbon interleave order form. It includes a header with 'ITEM #609', 'FORM #SA-112-3', and 'MADE IN THE U.S.A.'. The form contains fields for 'CUSTOMER NAME' and 'PHONE', 'ADDRESS', and 'DEAR CUSTOMER'. Below this is a table for 'QTY', 'PART NO.', 'DESCRIPTION', 'LOCATION', 'DATE ORDERED', 'B.O.', and 'RECEIVED'. At the bottom, there are fields for 'PLEASE CONTACT US TO ARRANGE FOR PICK-UP OR INSTALLATION' and 'THANK YOU'.

609

Form SPO-4/DSA-115-4 is a 4-part carbon interleave order form. It includes a header with 'ITEM #610', 'FORM #SPO-4/ DSA-115-4', and 'MADE IN THE U.S.A.'. The form contains fields for 'DATE', 'TECH OR R.O. #', 'PHONE #', and 'ADVISOR'. Below this is a table for 'QTY', 'ITEM/PART NUMBER', and 'DESCRIPTION'. At the bottom, there are fields for 'YEAR', 'MAKE', 'MODEL', 'SERIAL NUMBER', and 'TRIM NUMBER'. A footer section includes 'Dear Customer: It was necessary for us to SPECIAL order the above item(s) for you. As soon as they arrive you will be notified. Thank You' and 'By'.

## Form SPO-4/DSA-115-4

- 5-2/3" x 7-1/2"
- 4 part carbon interleave - White, Canary, Pink, Manila Tag
- Snap-out with extra perforation on last page
- Packaged 100 per pack

610



## Form GMPS-115-5

- 7" x 5-7/8"
- 5 part carbonless - White, Canary, Pink, Goldenrod, White Tag
- Packaged 100 per pack

Form GMPS-115-5 is a 5-part carbonless order form. It includes a header with 'ITEM #611', 'FORM #GMPS-115-5', and 'MADE IN THE U.S.A.'. The form contains a 'SPECIAL PARTS ORDER' section with checkboxes for 'SERVICE DEPT.', 'BODY SHOP', 'NEW UNIT DEPT.', 'USED UNIT DEPT.', 'PARTS DEPT.', 'WARRANTY', 'TRANS. CLAIM', 'STOCK #', 'CHARGE', 'CUST. PAY.', 'ACCESSORY', 'R.O. #', 'PREPARE'S', 'OTHER', 'DEPOSIT \$', 'WHOLESALE', 'DELIVER', and 'PICK UP'. Below this is a table for 'PART #', 'PART NAME', 'QTY.', 'SHIPPING PDC', 'BACK-ORDER STATUS', and 'DATE'. A footer section includes 'WHITE - Customer or Internal use', 'PINK - Attach to part when received', 'YELLOW - Special order file', and 'GOLD - Special follow-up'.

611