

Congratulations, you won the project!

Not sure what to do now?
Maybe we can help...

The Order Entry Checklist is the best resource to use when determining what is required to place a wahu order. Once you have all of the elements of this checklist completed you are ready to submit your order. Please submit all orders to cmatus@wahucaseworks.com or apaluso@wahucaseworks.com depending on who your wahu contact is.

Ensure all orders are submitted 100% complete. All files must be submitted together. Any orders submitted that are missing information or without a 50% deposit will not be considered an order and all files will need to be resubmitted once the order is complete.

Lead time clock does not start until order is complete.

All orders must be submitted electronically, which saves you money on courier fees and helps to further reduce our environmental footprint. The wahu email server can accept emails up 10240 KB, if your order submittal is larger than 10240 KB please send a large file transfer site to upload your files and send the link for us to retrieve them (yousendit.com). Deposits, as well as payments on invoices can also be sent electronically using Electronic Funds Transfer. Please contact our Accounts Receivable team at mwhitted@rieke.com for information to set this up.

Once the order file is received, you will receive an e-mail confirmation within 5 business days to inform you of ship date, shipping location and wahu shipping contact information.

Items Required for a Complete Order:

- Purchase Order with Product and Freight as separate line items
- 50% Deposit Received at wahu (if check is from outside the US, MUST mark on check US FUNDS on note line)
- Completed wahu Order Entry Checklist (2 pages)
- PDF copy of the approval signature on the shop drawings (each individual drawing must be signed)
- Completed and signed terms and conditions

Additional Items required for GSA orders (DIRTT carries paper):

- Purchase Order from the Government client to DIRTT and wahu

*Non Market items must be identified in the shops

Government orders (GSA Pricing but NOT on GSA Contract ~ DP carries paper):

* GOV orders have the same terms and conditions as GSA orders. The only difference is that the DP carries the paper, not wahu.

- Purchase order from the Government client to DP
- Purchase order from the DP to wahu
- Proof of deposit to DIRTT
- PO Pricing must be verified to ensure that the project pricing has been submitted to the GOV client based on RCS pricing less the GSA discount

*Non market items must be identified in the shops

Order Entry Check List

(when complete submit ALL files to cmatus@wahucaseworks.com or apaluso@wahucaseworks.com)

This Document Must Be Submitted With Your wahu Order

Project Name: _____

Distribution Partner: _____

Distribution Contact: _____

Contact Phone #: (O) _____ ext: _____ (C) _____

Contact Email: _____

DIRTT Rep: _____

Requested Onsite Date: _____

Project Notes:

Purchase Order w/Line Item for Freight		Done	<input type="checkbox"/>
50% Deposit	GSA <input type="checkbox"/>	Check <input type="checkbox"/>	EFT <input type="checkbox"/>
Placement Checklist Complete		Done	<input type="checkbox"/>
Signed off Shop Drawing(s)		Done	<input type="checkbox"/>
Signed off Custom Finishes	N/A <input type="checkbox"/>	Done <input type="checkbox"/>	Date Rec'd: _____
COM Fabric Ordered/Sent to wahu	N/A <input type="checkbox"/>	Done <input type="checkbox"/>	ETA: _____
*Shipping information must be sent to DIRTT			
COM Hardware Sent to wahu	N/A <input type="checkbox"/>	Done <input type="checkbox"/>	ETA: _____
*Shipping information must be sent to DIRTT			
Other Custom Items	N/A <input type="checkbox"/>	Done <input type="checkbox"/>	
Details:			

Additional Items Required for GSA (DIRTT Invoices Client Direct)			
Government Purchase Order (to DIRTT/wahu)		Done <input type="checkbox"/>	Date Rec'd: _____
Quote/Proposal to GSA Client		Done <input type="checkbox"/>	Date Rec'd: _____
Open Market Items Identified on Shop Drawing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

*this information should be included with order submittal

Completion Form signed off by GSA Client is Required upon Completion of Project.
DP Rebate is Not Paid Until this is Received.

Order Placement Check List

Thank you for placing your order with wahu. To make sure that we deliver your product on time, this is the final step for finalizing your order with wahu. Please send this completed document along with the necessary items from numbers 1-3.

1. Terms & Conditions form signed and dated
2. Drawings signed and dated
3. Deposit check (wire transfer can be done by contacting mwhitted@rieke.com in accounts payable)
4. Delivery Information Form (located below, fill in all 3 parts or order will not be processed)

Project Information Form

1

Requested Delivery Date: _____

*check your quote for lead times

2

Delivery Address: _____

Delivery Site Contact: _____

Phone Number: _____

Email: _____

3

IF THERE IS A DOCK:

Receiving Hours: _____

Dock Restrictions: _____

IF NO DOCK IS AVAILABLE:

Describe site conditions (will a lift gate be needed, small parking lot, etc...):



wahu Terms & Conditions

Dealer: _____

Project Name: _____

Quote#: _____

Total amount of Quote: \$ _____ Date: _____

The following four items are required before an order is placed. wahu will release a shipping date only after the following four requirements have been met.

- 1. A 50% down payment, 50% net 30 days. If paying by credit card, the balance will be charged automatically on the 30th day.
All orders under \$5,000.00 must be paid in full prior to order entry. _____ initial
- 2. Final color and finish selections
- 3. Signed quote and terms sheets
- 4. Any approved custom drawings, with signatures on each page

***We strongly suggest that your final measurements be from actual wall, not blueprints.**
****Please note our freight terms on your quote.**

Additional Terms and Conditions

- 5. If the sale changes to a lease AFTER the order is placed, \$100 paperwork processing fee will be added to the total of the order.
- 6. Any changes to the order after two business days of being placed will result in price and shipping date changes.
- 7. Materials are ordered specifically for your project. All product is non-returnable.
- 8. Costs incurred due to cancellation of order are customer's responsibility.
- 9. Unless otherwise stated, price is based on a complete shipment. Phasing will involve additional costs.
- 10. Balances not paid within agreed-upon terms will be subject to a finance charge of 3% per month.
- 11. Product ships via semi-trailer for tailgate delivery only and customer must provide the labor to unload.
- 12. All permits required are the responsibility of the customer.
- 13. wahu invoices will be emailed.
- 14. Title to the furniture shall remain vested in wahu and shall not pass from wahu until the purchase price for the furniture has been paid in full and received by wahu. Until title to the furniture passes:
 - a. wahu and its agents shall have the authority to retake all or any part of the furniture:
 - b. wahu and its agents and employees shall be entitled at any time and without the need to give notice, to enter upon any property upon which the furniture or any part is stored, or upon which wahu reasonably believes them to be kept.
- 15. Caulk will not be provided with shipments of wahu product. If it is a necessary part of the job, it should be provided by the installation company.

Accepted by: _____ Date: _____
Signature (signature indicates you are an authorized representative of the company)

Printed Name

A signed "Terms & Conditions" indicates acceptance of the above-referenced quote and all terms and conditions as written.