

**Order Instructions:**

- 1) All Orders are subject to acceptance by Wellborn.
- 2) Any incomplete or illegible orders will be returned.
- 3) Order only one (1) door style and finish per order.
- 4) Use only Wellborn nomenclature descriptions.
- 5) Max five cabinets and five accessories per week.
- 6) RUSH ORDERS are available to ship in four (4) business days.
- 7) Rush & PRP order deadline time is 12:00 noon CT.



38669 Highway 77 • Ashland, AL 36251

**Fax to 770-737-5576**

**Rush/PRP Order Form**  
(Circle One)

**Wellborn Use Only:**

Order Number: \_\_\_\_\_

Ship Date: \_\_\_\_\_

Factor: \_\_\_\_\_

Agree to pay 25% upcharge for this order

**Shipping Options:**

1.  Ship only on Wellborn truck (no change to this option)

2.  Ship only UPS\*/LTL (no change to this option)

3.  UPS\*/LTL only and overnight (customer agrees to pay shipping)  
(no change to this option)

4.  Agree to ship UPS\*/LTL if not enough cubes for Wellborn Truck  
(must be determined by 12:00 noon day after order date)

\_\_\_\_\_  
(Authorized Dealer Signature)

\_\_\_\_\_  
(Authorized Dealer Signature)

\_\_\_\_\_  
(Authorized Dealer Signature)

\_\_\_\_\_  
(Authorized Dealer Signature)

\_\_\_\_\_  
(Authorized Dealer Signature)

\*Acceptable UPS packages must not exceed 110" girth. Cabinet: (front +3")+(back +3")+(left +3")+(right +3")+(height +3") = Girth  
Example W1230: (15") + (15") + (15") + (15") + (33") = 93"

Original Order Number: \_\_\_\_\_

Date of Original Order: \_\_\_\_\_

**Sold To:**  
Customer Account #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Ship To:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Order Info:**  
Order Date: \_\_\_\_\_  
Purchase Order#: \_\_\_\_\_  
Date Requested: \_\_\_\_\_  
Job Name: \_\_\_\_\_  
Ship Method: \_\_\_\_\_

Series Code: \_\_\_\_\_ Door Style Code: \_\_\_\_\_ Species Code: \_\_\_\_\_ Finish Code: \_\_\_\_\_

Quantity	Item Description	L/R Hinge	Semi-Custom Comments

**The RUSH program is an expedited ordering system. Orders are immediately released into production. Change Orders or cancellations will not be allowed on the RUSH program.**

Check the category which best describes the reason for replacement. NOTE: Separate orders must be placed for each replacement category selected.

Items ordered under the following reason codes will be deducted from your PRP accrual account if funds are available. If funds are not available, this order will be billed to your account.  D2—Concealed damage reported after delivery is made       R2—Quality  
 S2—Shortages reported by customer after delivery is made       R3—Doors/Drawers/Fronts

Brief Description: \_\_\_\_\_

Items Ordered under the following reason codes will be no charge.  P1—Missing cabinet parts—shelves, shelf clips, etc.

Brief Description: \_\_\_\_\_

Items ordered under the following reason codes will be charged pending credit approval.  R1—Wrong label on carton       W1—Warranty problems

Brief Description: \_\_\_\_\_