



755 Banfield Rd  
 Portsmouth, NH 03801  
 Voice: 603-501-3509  
 Fax: 603-501-3510

Customer Service Rep: \_\_\_\_\_

**Please verify the following diagram by:**

**Email:** By replying to this email, you are giving final approval to HIP to proceed.

**Fax:** By signing and faxing back to HIP you are giving final approval to proceed.

**Thank You**

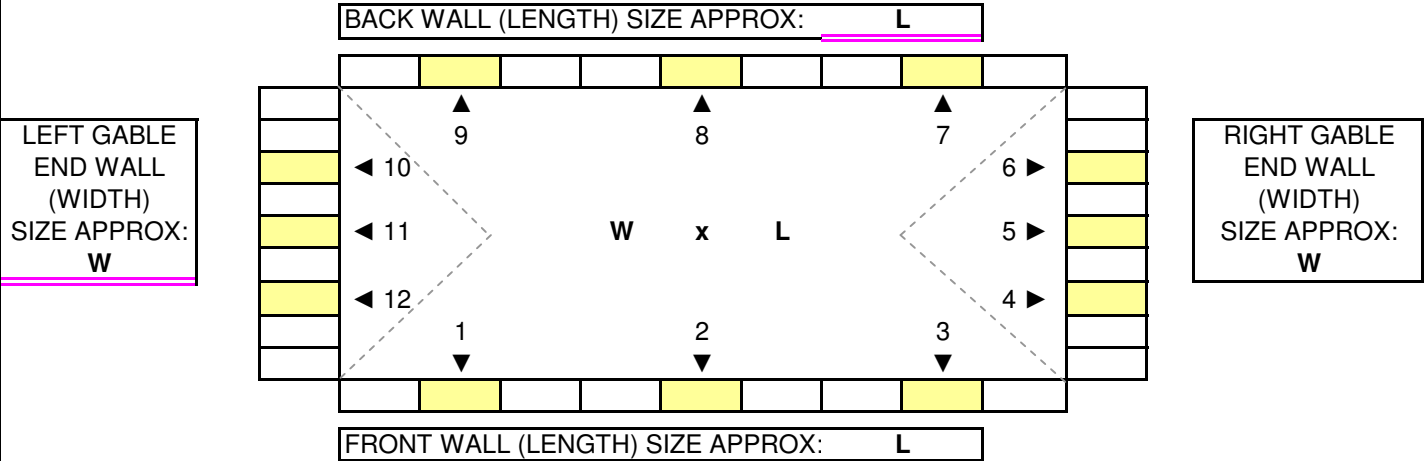
Sales Order: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Cust. Fax/Email: \_\_\_\_\_

**Verify or Mark up the diagram below using the Legend symbols.**

**Legend: DD = Double Door; SD = Single Door; W = Window**



**Please Note :** Diagram and Feature changes cannot be done after customer has accepted a schedule date.  
 Any shed modifications will constitute a Custom/Modified order.  
 Cancellation of a Custom/Modified shed order already in production will incur a 50% restocking fee.  
 We can not guarantee exact measurements, either verbal or written.  
 Locations of doors and windows are for positioning only;  
 our manufacturers determine exact measurements. Thank you.

**Verify your shed features below by circling Y or N, or change these details for your order:**

Current Shingle Color: \_\_\_\_\_ Y / N | chg to: \_\_\_\_\_ Current Siding Type: \_\_\_\_\_ \*chg to: \_\_\_\_\_  
 \*Siding changes require the assistance of a CSR and a revised PO.  
 Base price of shed will change accordingly. Cannot be changed after scheduling.

Current Roof Style: \_\_\_\_\_ Y / N | chg to: \_\_\_\_\_ Current siding color (Vinyl sheds only): \_\_\_\_\_ Y / N  
 change vinyl siding color to: \_\_\_\_\_

**Additional Information:**

**Customer Signature:**

**For Office Use Only**

Date rec'd back from customer: \_\_\_\_\_ CSR verifying/changing order: \_\_\_\_\_

I verify that I have revised this order in the system to reflect the customer's signed changes above.

I confirm that these changes were approved by the Area Zone Manager. (ZM name) \_\_\_\_\_

CSR signature: \_\_\_\_\_