

JOB PROGRESSION CHECKLIST

Production Information:

Prior to ordering materials and or scheduling a production time, Cross Aluminum Products will need the following information from you:

Production Checklist

- Proceed with shop drawings.**
 - **Fill out Shop Drawing/Misc. Request Form** - (attached) If Cross Aluminum Products will be providing the shops – Note: ***Cross will do the shop drawings free of charge.*** We will provide 4 copies of the shops – more copies can be provided at an additional charge of \$0.35/page.
 - ***If outside draftsmen will be doing shops, Cross will be provide as much assistance as possible.*** Email your CAD detail requests or questions to jpleets@crossaluminum.com or call us at 1-800-806-DOOR.

 - Request Color Samples if required**, a check box is provided on the *Shop Drawing/Misc. Request Form*.

 - Request hardware application**, a check box is provided on the *Shop Drawing Request/Misc. Form*.
When an outside hardware supplier is involved, Cross will apply hardware, free of charge.
Hardware, that Cross Aluminum Products will prep and apply are as follows: Panic Devices, Locksets, Push/Pulls, Butt Hinges, Rotons, Pivots, Concealed Overhead Stops, Concealed Closers, Kick Plates, and Flush Bolts. If you have any questions, concerning what hardware applies to prep and apply rules, feel free to call us at 1-800-806-DOOR.

 - Provide Cross with APPROVED shop drawings and color samples.**
 - ***At this point, we will start to order materials for this job.*** Rough lead times can be estimated at this time, based on our suppliers' estimates. These lead times are only estimates and can not be solidified until materials hit our inventory floor.

 - Supply Cross with a copy of the APPROVED hardware schedule.**

 - If hardware application was requested, **make sure hardware is delivered to our Niles Plant:**
- CROSS ALUMINUM PRODUCTS, INC.
1770 MAYFLOWER ROAD
NILES, IM 49120
- If field measurements are required**, a check box is provided on *Shop Drawing/Misc. Request Form*, **make sure to get those measurements to us immediately.**

By taking a few minutes and working through this production checklist, it could save days, even weeks, in the manufacturing of your job and it will provide both parties the information to help make this project go smoothly.



CLIENT: _____ JOB NAME: _____

SHOP DRAWING / MISCELLANEOUS REQUEST FORM

Please fill out this request form and fax it back to (269)697-8348.

Thank You.

Please check the box and fill the blanks best associated with your requests.

SHOP DRAWINGS TO BE DONE BY CROSS ALUMINUM PRODUCTS.

- HOW MANY COPIES? _____ (PLEASE FILL BLANK)
NOTE: CROSS WILL PROVIDE 4 COPIES FREE OF CHARGE, BUT ADDITIONAL COPIES CAN BE ORDERED AT \$0.35 PER PAGE.
- SHOPS ARE TO BE CREATED FROM ARCHITECTURAL DRAWINGS (*NEED TO BE SENT TO US*)
 YOUR QUOTING TAKE-OFF
 OTHER _____

OR

SHOP DRAWINGS WILL BE DONE BY OTHER DRAFTSMAN THAN CROSS.

COLOR SAMPLES REQUIRED FOR THIS JOB. (*Check box and fill in blank of best description of need.*)

- CLEAR ANODIZE DARK BRONZE ANODIZE OTHER ANODIZE _____
- STANDARD TWO COAT PAINT _____ - PAINT CODE # _____
- THREE COAT PAINT _____ - PAINT CODE # _____
- EXOTIC PAINT _____ - PAINT CODE# _____
- OTHER _____

(Please send paint sample to Cross for color sample matching, otherwise it could add two weeks to lead time.)

HARDWARE PREP ONLY

OR

HARDWARE APPLICATION – CROSS WILL APPLY FREE OF CHARGE.

- *PLEASE DON'T SEND SURFACE-MOUNTED CLOSERS, SURFACE-MOUNTED OVERHEAD STOPS, HARDWARE MULLIONS, AND SURFACE-MOUNTED WEATHERING PRODUCTS.*
- SEND HARDWARE TO OUR NILES PLANT: CROSS ALUMINUM PRODUCTS, INC.
1770 MAYFLOWER ROAD
NILES, MI 49120

FIELD MEASUREMENTS ARE REQUIRED. MAKE SURE TO SEND THESE MEASUREMENTS TO US IMMEDIATELY. CLEARLY MARK EACH SIZE CHANGE, ELEVATION IDENTIFACTIONS, JOB NAME & NUMBER.

Please fill out this request form and fax it back to (269)697-8348.

Thank You.