

Attached you will find the order forms for Emtek product. These are available in the different price books, however, I have found many dealers are unaware that they exist. It is not necessary to write your order on these, but it is a great **reminder of the information needed by Emtek** to complete your custom hardware order **accurately**. One of the most often made mistake is not including handing and the **door thickness** when extended screw packs are needed for thicker doors. Please print these and use them as a reference guide when writing your orders. It will prevent many mistakes which of course, cost time and \$\$ for all.

I will be **unavailable** due to a very important family event starting this **Friday, October 11, through Sunday, October 20, 2013**. Starting Friday, please direct your questions and issues to Emtek customer service at [800/356-2741](tel:8003562741). Typically, I try to stay on top of e mails and phone calls regardless of my other commitments. This is one time I will not be able to help during this time period. If you can foresee any needs you might have during this time, **please direct them to me today and tomorrow** so I can be of help. I do appreciate your understanding.

## Let's sell some **EMTEK!**

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