



# Approval Drawing Notification (ADN) Process


In order to ensure correct interpretation, drawings are provided for verification of all RODA products. Beginning immediately, distributors will receive a newly designed, step by step cover sheet with each drawing.

## Quotes/Network Installation Cover Sheet

When Basco Factory Installation service is utilized, our customer will receive a drawing and quote after the measurement is complete. This drawing will be emailed or faxed to the distributor and within a few minutes they will receive a quote acknowledgement to allow for verification of style, selection, and pricing. Our installers will verify all dimensions and out of plumb conditions.



The distributor can then simply **submit their purchase order** referencing the quote number for the product and installation and we will take it from there, no further verification is required. Product will be shipped directly to the installer and an appointment will be made at the homeowner's convenience for the installation to take place.

**ORDER Configuration Drawing** 

7201 Snider Road  
Mason, OH 45040-9601  
Phone: (800) 45-BASCO  
Fax: 1-800-989-1919  
orders@bascohowerdoor.com

Order Number: \_\_\_\_\_ Line Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Ship To: \_\_\_\_\_ Return Fax #: \_\_\_\_\_  
Number of Pages: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Ship to PO Number: \_\_\_\_\_

**Attention - Please expedite this paperwork to the appropriate sales person for verification. Order is on hold pending customer approval.**

Please review the attached approval drawing with your customer to confirm:

- Model number
- Preferred configuration/options
- Exact centerline dimensions
- Out of square conditions
- Color/Finish
- Glass selection
- Height of enclosure
- Hinge side

**Approved Drawing Process**

If drawing accurately illustrates your measurements and specifications, sign this cover sheet and send to orders@bascohowerdoor.com or fax to 1-800-989-1919.

Customer/Distributor: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*By signing this document, you are accepting responsibility for the shower enclosure.*

**Change Drawing Process**


If changes ARE needed, do not sign cover sheet. Instead, note all changes on the drawing and email to orders@bascohowerdoor.com or fax to 1-800-989-1919.

*(A revised drawing will be sent back to you. The order will remain on hold pending your approval.)*

**Application Information to Review with Your Customers:**

- RODA Enclosures can be installed on Fiberglass/Acrylic modules with proper support.
- If hinges are to be installed directly to walls, proper blocking/support for safe attachment is the contractor's/homeowner's responsibility.
- The contractor/homeowner is also responsible for ensuring proper pitch of the threshold to allow proper drainage of the water back into the shower pan.
- All RODA enclosures are precisely manufactured with small gaps between the door and any stationary panels/walls. Because of this necessary clearance, RODA enclosures cannot guarantee against water escaping, however, gaskets are provided with all RODA enclosures to minimize leakage.

ConfigurationDrawingApproval-SI

**QUOTE/INSTALLATION Configuration Drawing** 

7201 Snider Road  
Mason, OH 45040-9601  
Phone: (800) 45-BASCO  
Fax: 1-800-989-1919  
orders@bascohowerdoor.com

Quote Number: \_\_\_\_\_ Line Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Ship To: \_\_\_\_\_ Return Fax #: \_\_\_\_\_  
Number of Pages: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Job Name: \_\_\_\_\_

**Attention - Please expedite this paperwork to the appropriate sales person for verification.**

Your Basco network installer has provided measurements for your job per your request. Please review your Quote Acknowledgement (*sent separately*) and this drawing with your customer to verify the following:

- Model number
- Color/Finish
- Glass selection
- Preferred configuration/options
- Height of enclosure

**Approved Drawing Process**

If drawing accurately illustrates your selections, **submit a PO** for the enclosure and installation services to orders@bascohowerdoor.com or fax to 1-800-989-1919.

*Please reference this Quote number on your Purchase Order.*

**Change Drawing Process**

If changes ARE needed, **note all changes on the drawing** and email it to orders@bascohowerdoor.com or fax to 1-800-989-1919.

*A revised drawing will be sent back to you. Do not submit your PO until the drawing correctly reflects your specifications.*

**Please inform your customers:**

Proper backing support is required for safe attachment of all RODA enclosures. In addition, all RODA enclosures are precisely manufactured with small gaps between the door and any stationary panels/walls. Because of this necessary clearance, RODA enclosures cannot guarantee against water escaping, however, gaskets are provided with all RODA enclosures to minimize leakage.

**For Office/Network Installers Use Only:**

Please review the attached approval drawing to verify:

- Configuration
- Exact centerline dimensions
- Hinge side
- Out of square conditions
- Finished Height

If drawing accurately illustrates your measurements and specifications, reply with your approval to networkinstallation@bascohowerdoor.com or fax to 513-229-3475.

If changes ARE needed, note all changes on the drawing and email to networkinstallation@bascohowerdoor.com or fax to 513-229-3475.

ConfigurationDrawingApproval-OT



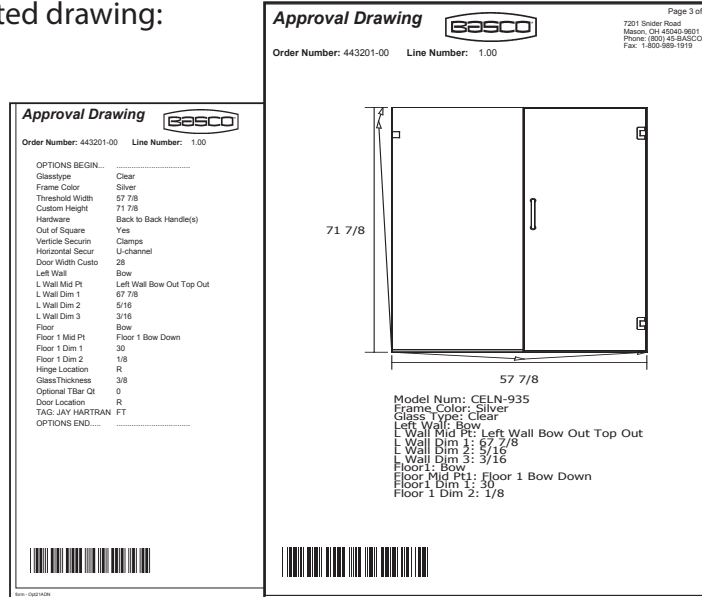
**Order Approval (Non-Installation) Cover Sheet** When Basco measuring & installation service is *not* selected drawings are provided at time of Purchase Order. The Distributor is asked to verify all selections as well as application dimensions and out of plumb conditions as outlined on the cover sheet. The order will hold until the sign off verification is returned so it is important that it is returned promptly to avoid order delays.

# Approval Drawing Notification (ADN) Process

## Approval Drawing and Product Information

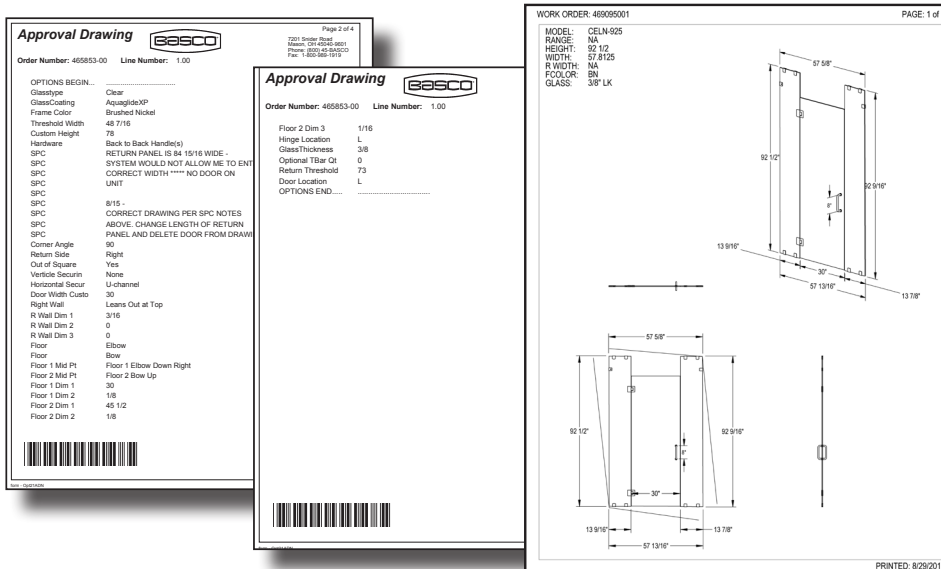
An important benefit of our configuration software is the automatically generated drawings for approximately 75% of RODA & Basco customized product. This dramatically decreases the turnaround time of drawings to our customers.

This is an example of the auto generated drawing:



For special applications (SPC) that require a more in-depth review, our Engineering Department will supply a similar detailed drawing. The appearance is slightly different, but contains the same information. Also note that due to the additional review required, SPC drawings will take additional time to complete.

This is an example of a drawing supplied by our Engineering Department:



**Important Tip:**  
 Approval Drawings are faxed to the number we have on file for each customer.

To expedite information to the appropriate location please provide a direct fax number or email on your request for measure or order form and we will route accordingly.

