



CREATOR OF
TIMELESS ORIGINALS®

ORDER PROCESSING TIMELINE



QUOTE RECEIVED STAUS

- An auto generated e-mail containing your order number is sent to your firm after the quote file is received at Rutt.
- You will then send Rutt the additional required documentation and deposit per the Order Check List.

Rutt Order Check List: Required Documents

To begin processing your Rutt order, we require the items listed below. Please do not transmit your order until you have all the pertinent items ready to send within five business days of transmitting.

1. Numbered Floor Plan Sent to Factory on (date) _____
2. Numbered Elevations Sent to Factory on (date) _____

Numbering preferences for above is circled numbers on both floor plans and elevations. Number left to right; wall cabinets first, base cabinets second, wall cabinets third and miscellaneous parts last. Please double check that numbered items match the numbers on the order.

3. Signed Sample Door Approval Form as required (Required for all special door styles, color match finishes, exotic veneers and multi-step finishes) Sent to Factory on (date) _____
 Did you select special finish in the specifications and fill in the Special Finish number in the field?
 Did you cross-reference the Quick Quote Sample Door number in the factory notes?
4. Special Product Orders Sent to Factory on (date) _____
 Did you include an actual copy of the POA?
 Did you include an actual copy of the POA?
5. Appliance panel cut-out sizes and locations, actual appliance specifications Sent to Factory on (date) _____
 Make, model and cut out size in Comments?
 Appliance Panel Workshouse provided?
 Manufacturer specifications provided for all appliances?
6. Signed Finish Agreement Forms as required Sent to Factory on (date) _____
 Natural Wood Finish Agreement
 Painted Finish Agreement
 Unfinished Product Agreement
7. Special Discount (Display/Promotions) requests signed by V.P. Sales Contact your Regional Sales Manager for assistance.

Revised 10/2007

RUTT HANDCRAFTED CABINETRY
 213 South Central, Glen Rose, TX 75041
 Phone: 717-251-1700

SAMPLE DOOR APPROVAL FORM
 Sample Door from Quick Quote Tracking No. 329,908
 For Cabinetry Order or Quick Quote Tracking No. 304,787

Thank you for your cabinetry order. The sample door listed above represents the style and finish you have selected for your cabinetry. Rutt and our Authorized Dealer strive to achieve the best possible color match, but the appearance, appearance, finish, texture and grain are produced by nature. To ensure you are satisfied with the color and finish, please inspect the sample door in the field.

Please note: There are no returns on sample doors. It is not possible to guarantee an exact match in finish, even though identical finishing processes are applied. Additionally, antique finishes are the handwork of artisans creating a unique piece that is not identical to the others but complements the overall aesthetic. Please be aware, antique finishes are non-reproducible from sample to sample and job to job. There will be variations throughout the job, dependent upon the amount of handwork or grain variation.

Note: Sample doors with an antique process will not have the process applied to the backs. However, backs of cabinetry doors and drawers that are finished in an antique will have the finishing process applied.

Inspect this sample and discuss it with your Rutt Design Professional. Signify your satisfaction by signing below and returning this sheet to the authorized Rutt dealer. Note: Authorized signature by a Rutt dealer will validate sample door approval and authorize production.

Thank you,
RUTT HANDCRAFTED CABINETRY
 Signature: *[Signature]* Date: MAY 23, 2007
 Signature: *[Signature]* Date: June 1, 2007
 (Date)

Phone Fax to: 717-251-1710

18 2007 11:05PM HP_LASERJET_FX #1

Special Product Order POA69047
 by Rutt Handcrafted Cabinetry
 213 South Central, Glen Rose, TX 75041
 Phone: 717-251-1700 Fax: 717-251-1710 Prepared by

Price quotation is based on the specifications below. ANY CHANGES WILL VOID THIS QUOTATION.

Dealer Information
 Dealer Number: _____
 Dealer Name: _____
 Contact: _____
 Phone: _____
 Fax: _____
 Email: _____
 Customer: _____

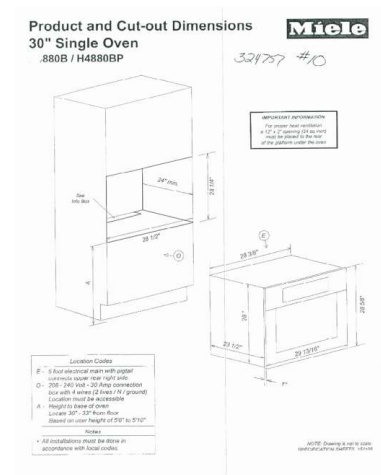
Product Description
 WIDTH: 30" HIGHS: 24" ARCH: VALANCE:
 SET: 1/2" DOOR: 1/2" FACE: SLANT: _____
 WIND: SET F.P. 1 AND 9.

Size
 Width: 30.0
 Height: 28.5
 Depth: 22.0
 Weight: 416.0

Basic Description
 FURNITURE FINISH: 285.00
 VENEER PANELS: 392.00
 SOLID STOOD: 678.00
 COUNTRY TRIM: 552.00
 LATCH: 2431.00
 \$ Per Item (PI): 4116.00

Additional Information
 Cabinet/Panel
 Door Premium
 White and Poplar/Pine/Maple

Page 1 of 1



DRAWING REQUIREMENTS

- Dimensioned & Numbered floor plan and elevations to match your quote file.
- Numbering preference is to work top to bottom, left to right, walls, bases, talls, and then miscellaneous parts.
- Drawings can be sent the following ways:
 - AutoCAD .dwg file e-mailed to orders@ruttcabinetry.com
 - PDF file e-mailed to orders@ruttcabinetry.com
 - Hardcopies via US Mail, UPS, or FedEx
 - Faxed (Our least preferred method due to clarity issues)



FINISH APPROVAL REQUIREMENTS

- Finish Agreement Forms For:
 - Natural & Light Wood Selection Finishes
 - Painted Finishes
 - Unfinished Product
- Sample Door Approval Forms For: (Sample Door/Drawer Required)
 - Custom quoted door styles
 - Artistic, multi-step finishes/processes, i.e. distressing
 - Exotic veneers
- Requirement for Custom Color Match approval:
 - Straight Paint – Sample Chip
 - Straight Stain – 12 x 12 Sample Door
 - Artistic Finish – Sample Door/Drawer



A document titled "SAMPLE DOOR APPROVAL FORM" with the Rutt logo. It contains fields for "Sample Door Style and Color" (filled with "307232") and "Sample Door Color" (filled with "509 202"). The form includes detailed instructions and a section for signatures and dates, with handwritten entries for "Date" (11/23/19) and "Signature" (S. J. ...).



PENDING QUOTE

- Customer Service creates the binder and pre-edits the order.

PENDING ORDER

- Engineering reviews the order and creates a list of questions in the Customer Notes section of Quick Quote.
- The Engineer will contact the designer to discuss the order.



DEALER VALIDATION

- An auto generated e-mail will be sent to your firm notifying you that your order is ready to be downloaded and reviewed.
- The e-mail will inform you to open Sales Explorer to download the order file, which can then be printed. You will also receive supporting AutoCAD drawings of specialty items contained in your order via e-mail.



- You must sign-off your acknowledgement of the initial dealer validation within 5 business days.
- Changes to your acknowledgement must be sent to Rutt in writing. Rutt will then make changes to the order file and repost the order in Dealer Validation for review.



ENGINEERING

- When we have your sign off, the bill of materials and shop drawings are created for manufacturing.

SCHEDULING

- Order is provided a manufacturing and a delivery schedule.
- An auto generated e-mail will be sent to your firm notifying you the "On or before date" for delivery.

MANUFACTURING

- When the order is complete, the order is staged and inspected by our Quality Inspection Teams before shipping.

SHIPPING

- Rutt offers pick-up or delivery to your designated warehouse.
- The shipping department e-mails you with a final date and time, the order is loaded and delivered.



QUOTE WRITING PROGRAM




QUOTE WRITING

1. Dealer is required to provide a completed Quote Writing form (see attached), dimensioned floor plans and elevations, and any custom item drawings needed to make your quote as accurate as possible.
2. Rutt will write the quote based on the information provided by the dealer. Rutt will not critique, alter or change anything during this timeframe. Remember time is of the essence in us getting your quote back to you as quickly and as accurately as possible. So please make sure the information you provide us with is exactly what you want.
3. Once the quote is written, the quote file will be returned to you the dealer. You will now take ownership of this quote file. By you taking ownership of the file you now have the ability to make any and all necessary changes to this quote prior to submitting it to Rutt as an actual order. Please note that Rutt will not make any changes to this quote at this point since we will no longer have a copy of it on hand.
4. Dealer is responsible for all data in their quote file.
5. When this quote is ready to be sent as an actual order, please follow our standard ordering process guidelines.



QUOTE WRITING FORM


 215 Diller Ave
 New Holland PA 17557
 Fax: (717) 351-1730

CASEWORK DESCRIPTION

Traditional
 Contemporary
 Melamine - Particle Core
 Wood - Plywood Core

DOOR FAMILY INFORMATION

Door Style:

SMALL DRAWER INFORMATION

Solid Wood
 Veneer
 S - Piece

LARGE DRAWER INFORMATION

Solid Wood
 Veneer
 S - Piece

DRAWER BOX INFORMATION (BLUMOTION)

Walnut White Oak
 Cherry LegraBox, OS (cont)
 Mahogany LegraBox, SS (cont)
 Maple

FINISH INFORMATION

Wood Species: _____

Finish Color: _____

Glaze: _____

Antiquing
 Burrrishing
 Brushed Paint
 Brushed Paint w/Burrrishing

Glaze Color: _____

Sheen: _____

S 10 30 45

Dealer responsible for the accuracy of the quote once written. Please review order carefully.

QUOTE WRITING SPECIFICATION FORM

COMPLETE THIS FORM AS ACCURATELY AS POSSIBLE

DEALER/CLIENT INFORMATION

Dealer: _____
 Dealer #: _____
 Salesperson: _____
 Client Name: _____
 Ship To: _____
 PO #: _____

DISTRESSING PACKAGES

Aged Package Cobble Package
 Sun Valley Package Hill Country Package

CUSTOM DISTRESSING PACKAGES

Door/Drawer Pops Corner Sanding
 Chain Marks Grooved Center Panels
 Scared Dr/Cab Worm Holes
 Frames Wire Brushing
 Sand Through Rub Through

INTERIOR FINISH CABINET BOX


Seal & Varnish
 Painted

INTERIOR FINISH OPTIONS FOR COMPONENTS

Seal and varnish all interior components and items
 Painted base color of finish

HINGE INFORMATION

Lipped
 Inset Concealed Inset
 Contempo


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