

ORDERING SAMPLES

ORDERING SAMPLE DOOR AND COLOR CHIPS

1. **Complete the header information and select the door sample and/or color chips needed using the “Sample Door Tab” on the Distributor Quote Form and Submit Orders To Customer Care at PCScustomer@woodmark.com**
 - a. cc: Agustina Navarro anavarro@PCSCabinetry.com
 - b. Be sure to include all contact and shipping information and note if order is chargeable, non-chargeable and/or will-call.
 - c. **Sample Door Nomenclature**
 - i. PCSSD-MSF-30 = PCS Sample Door Mission White
 - d. **Sample Color Chip Nomenclature**
 - i. CLRCHIP-PCS-30 = PCS Color Chip White
 - ii. COLORCHIPKIT-PCS = Complete Color Chip Kit
 2. **Review and Approve Order Acknowledgement from Customer Care**
 - a. Verify ordered samples, contact and shipping information
 - b. Send email confirmation approving order acknowledgement
 3. **Lead Time:** 3-5 Days
-

ORDERING A SAMPLE CABINET OR MINIBASE

1. **Using the “Order Form Tab” on the Distributor Quote Form**
 - a. Complete the header information, selecting the door style and finish
 - b. Select the cabinet or minibase and define the attributes
 - c. Submit to customer service
 - d. Minibase Nomenclature = MINIBASE
 - e. Minibases can be ordered in any door style and finish, with dovetail or a standard drawer, and with or without soft close hinges.
 2. **Lead Time:** All cabinets, including minibases, have a standard lead time of 17-21 days. However, marketing maintains a small variety of sample minibase cabinets in inventory for urgent requests and can ship within 1-2 days. If you have an urgent request, please contact Agustina Navarro or Kelly Kemmis to see what is in inventory.
-

FOR ALL OTHER SAMPLE/MARKETING ITEMS

1. **Submit your request to Customer Care and cc Agustina Navarro.**
 - a. Molding Boxes
 - b. Hardware Boards
 - c. Loose Hardware Samples
 - d. Literature

SAMPLE ROOM HOURS

1. **Sample Room Hours:** 7am-3:30pm (PST).
2. Product cannot be pulled without an order in JDE.
3. All orders will ship out of the parts department. Tracking Information can be provided through Contact Care once the order ships

CONTACTS:

Agustina Navarro | Sample Coordinator | 909.614.2906 | anavarro@PCSCabinetry.com

Kelly Kemmis | Marketing Manager | 909.614.2948 | kkemmis@PCScabinetry.com