

Prefab “How -To” Fill out an offset order form

1. Be sure to check the “HANDY PREFAB FORMS” from previous projects on Bluebeam to see if there are already filled out forms that meet your specific needs.
2. Fill out the job number, job name, cost code, and hours charged for your requested kick.
3. Put today's date and under “DATE NEEDED” write a specific date! **DO NOT WRITE ASAP!!**
4. Fill in the ordered by box.
5. Enter the name of the material being requested along with the quantity needed.
6. Under “Description of Pre-Fab” list the specifications of how you need the material to be prefabricated (for example, does a box need a 3-1/2” pipe?).
7. Fill in the bottom portion step by step using the “Minimum Distance to Start of Bend” as a guide. If the question doesn't apply to you, put N/A.
8. **Always draw a picture!** Often this is the easiest way to communicate your specific needs.
9. Fill in any special instructions, if needed.
10. Completed forms must be sent to Serge Gregoire @ sgregoire@elightelectric.com