

Countertop Template and Installation Order Form



11 Collins Pond Road
 Windham, Maine 04062
 PH: 207-893-3445
 FX: 207-893-3442

Date: _____
 Company: _____
 Salesperson: _____
 Phone: _____
 Fax: _____
 Email: _____

Newly Installed Cabinets

No countertops in place.

Countertop Replacement

Customer removal of existing tops prior to template.
 Shad's removal of existing tops at time of template.

Approximate date template requested: _____ PO# _____

Customer Name and Job Location:

 Contact Name: _____ Phone: _____

Countertop Material:

Custom Square Edge Postform Solid Surface Other

Manufacturer: _____ Color: _____

Edge Detail: _____

Backsplash:

None Loose Cove Height of Backsplash: _____ Outlet Cut-Outs: _____

Stove:

None Free Standing Slide-In Cook-Top

Sink:

None Top Mount Customer Supplied Stainless Undermount Customer Supplied Cast Iron
 Shad's Supplied Stainless Undermount – Model #: _____
 Shad's Supplied Integral – Model #: _____ Color: _____

Notes: _____

Customer/Contractor Sign-Off: _____ Date: _____

For Shad's Use Only	
Sheet Batch# _____	<input type="checkbox"/> Sales Order Created -on _____
Template Completed on: _____ Installation Completed on: _____	<input type="checkbox"/> 1 st Call Made -on _____
PO#: _____	<input type="checkbox"/> Template Date Updated -on _____
Last Name: _____ City: _____	Requires Change Order <input type="checkbox"/> YES <input type="checkbox"/> NO
Invoice #: _____ Warranty #: _____ Warranty Date: _____	<input type="checkbox"/> Material Ordered -on _____
	<input type="checkbox"/> Install Scheduled -on _____
	<input type="checkbox"/> Order Confirmed -on _____
	<input type="checkbox"/> Invoiced -on _____