



PO Box 10127  
2225 Old Philadelphia Pike  
Lancaster, PA 17605-0127

Phone 800-233-0289  
www.keystonewood.com

## ORDER / QUOTE FORMS

The following forms are included here. Feel free to make as many copies as you need for ordering or quoting:

- Face Frames
- Flexible Wood Veneer
- Doors / Drawer Fronts / Misc. Items
- Drawer Boxes

Please be sure that your name and the name of your company appears on EACH page of EACH form and number each page (page 1 of 3, page 2 of 3, page 3 of 3, etc.) in the space provided at the top of each form. This will help us process your order quickly.

**NOTE: due to various page area restrictions on many printers, you may need to print this document at less than 100% in size.**

## Terms & Conditions of Sale

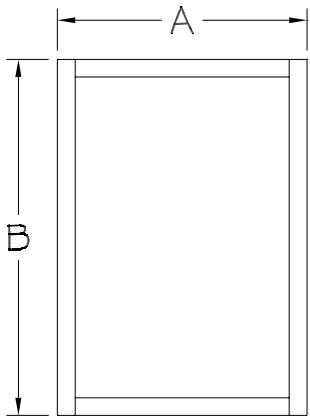
All sales by Keystone Wood Specialties Inc. (herein called Keystone) are subject to the following terms and conditions.

1. Keystone shall not be liable for any delay in performance or failure to perform if the delay or failure is caused by an event beyond its reasonable control.
2. Due to the custom nature of the orders placed with Keystone, shipping dates on invoices are only approximate shipping dates. While every effort will be made to meet a customer's delivery date, delivery on a specific day cannot be guaranteed.
3. Keystone retains a security interest in all goods shipped to customer until payment in full has been received.
4. Claims for shortages or damaged merchandise must be made within 10 days after merchandise is received. Repack damaged merchandise in ORIGINAL cartons and contact Keystone for instructions.
5. The customer shall notify Keystone immediately on receipt of any nonconforming goods, whereupon Keystone shall, at its option, either repair the goods, replace the goods, or give the customer a credit for the price of the goods. The customer's repair of goods without Keystone's express approval constitutes acceptance of the goods as if they were conforming, and Keystone is not liable for the expense of the repair.
6. Orders for customer made goods cannot be cancelled or changed after order is placed into production. Custom made goods cannot be returned. Other goods can be returned only at customer's expense and with Keystone's express approval. When goods are returned with such approval, Keystone will give the customer credit for the price of the goods less a restocking charge of 25%.
7. All orders are shipped COD unless approved for open account or prepaid by credit card (see page 5). Terms for approved accounts are NET 30 days from date of invoice. Deposits are accepted but not required on COD orders. Trade discounts apply only to orders paid in full within 60 days.
8. When placing an order on COD, NET 30, or any other terms, customer agrees in addition to any other liability to pay Keystone on demand all costs and expenses (including reasonable attorney's fees and legal expenses) which may be incurred in the enforcement of customer's liabilities to Keystone.
9. The customer's remedies set out in these terms and conditions are the customer's exclusive remedies, and under no circumstances shall Keystone be liable for any labor claims or for any other special, incidental, or consequential damages arising out of goods or a delay in the delivery of goods.

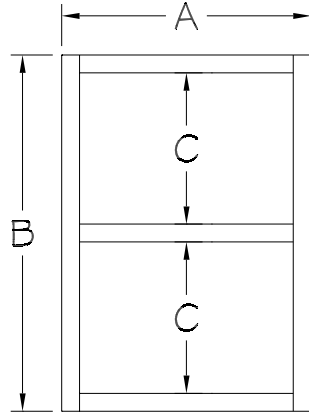
FAX

717-299-9654 or 800-253-0805

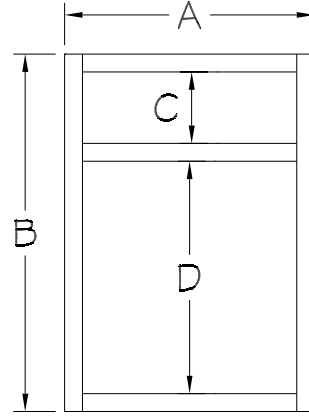
## FACE FRAME TYPE REFERENCE



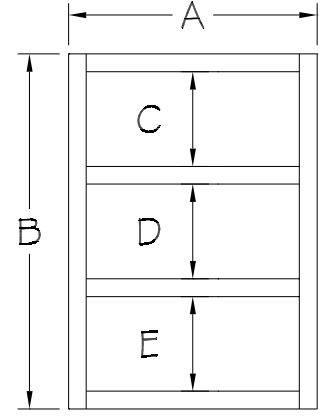
**FF-01**



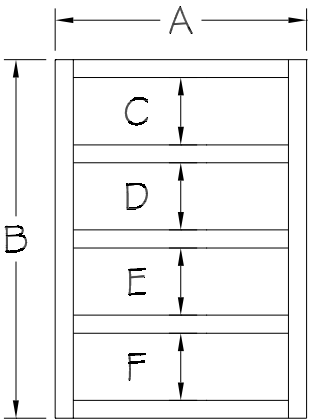
**FF-02**



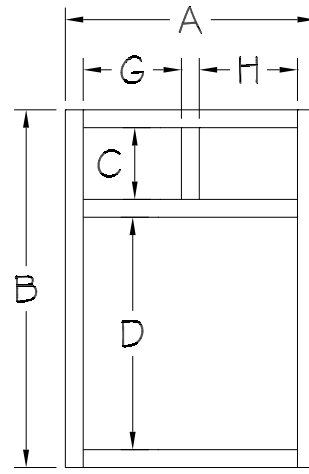
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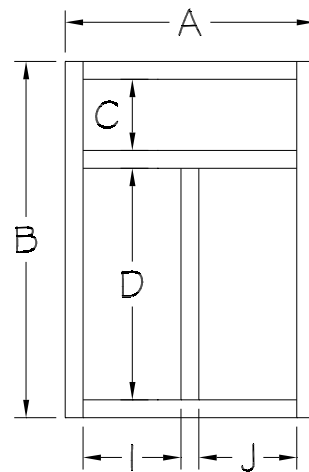
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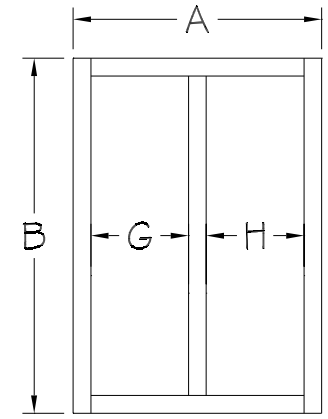
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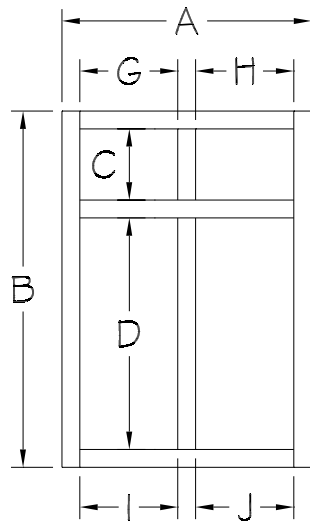
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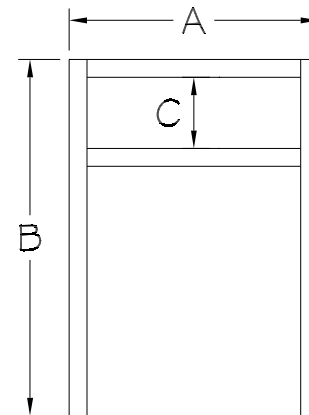
**FF-07**



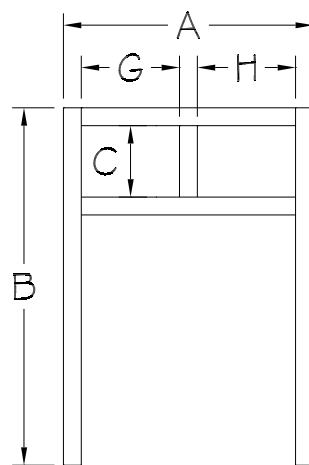
**FF-08**



**FF-09**



**FF-10**



**FF-11**

All face frame rails and stiles will be 1½" wide unless you specify otherwise.



# FACE FRAME ORDER FORM

PAGE \_\_\_\_\_ of \_\_\_\_\_

ORDER     QUOTE

ORDERED BY \_\_\_\_\_ ORDER DATE \_\_\_\_\_

Phone 800-233-0289  
FAX 800-253-0805

CO. NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

VISA    MASTERCARD    AMEX    DISCOVER

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

NAME ON CARD \_\_\_\_\_ E-mail \_\_\_\_\_

SIGNATURE \_\_\_\_\_ P.O.# \_\_\_\_\_ JOB # \_\_\_\_\_

## DESCRIPTION

INSET:    ASSEMBLY:    FINISH:  
 SQUARE     ASSEMBLED     FINISHED (ASSEMBLED ONLY)    COLOR: \_\_\_\_\_  
 1/4" BEAD     UNASSEMBLED     UNFINISHED

WOOD SPECIES: \_\_\_\_\_  3/8" BEAD    **ALL FACE FRAME RAILS AND STILES WILL BE 1 1/2" WIDE UNLESS YOU SPECIFY OTHERWISE.**

TYPE	QTY	WIDTH		HEIGHT		C	D	E	F	G	H	I	J
		A	B	A	B								
		A	B	C	D	E	F	G	H	I	J		
ADDITIONAL COMMENTS:													
		A	B	C	D	E	F	G	H	I	J		
ADDITIONAL COMMENTS:													
		A	B	C	D	E	F	G	H	I	J		
ADDITIONAL COMMENTS:													
		A	B	C	D	E	F	G	H	I	J		
ADDITIONAL COMMENTS:													
		A	B	C	D	E	F	G	H	I	J		
ADDITIONAL COMMENTS:													
		A	B	C	D	E	F	G	H	I	J		
ADDITIONAL COMMENTS:													
		A	B	C	D	E	F	G	H	I	J		
ADDITIONAL COMMENTS:													
		A	B	C	D	E	F	G	H	I	J		
ADDITIONAL COMMENTS:													

PLEASE SEND MORE FORMS



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# FACE FRAME ORDER FORM OTHER CONFIGURATION

ORDER     QUOTE

Phone 800-233-0289  
FAX 800-253-0805

ORDERED BY \_\_\_\_\_ ORDER DATE \_\_\_\_\_

CO. NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

VISA    MASTERCARD    AMEX    DISCOVER

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

E-mail \_\_\_\_\_

SIGNATURE \_\_\_\_\_

P.O.# \_\_\_\_\_ JOB # \_\_\_\_\_

## DESCRIPTION

INSET:	ASSEMBLY:	FINISH:	COLOR: _____
<input type="checkbox"/> SQUARE	<input type="checkbox"/> ASSEMBLED	<input type="checkbox"/> FINISHED (ASSEMBLED ONLY)	
<input type="checkbox"/> 1/4" BEAD	<input type="checkbox"/> UNASSEMBLED	<input type="checkbox"/> UNFINISHED	
<input type="checkbox"/> 3/8" BEAD	<b>ALL FACE FRAME RAILS AND STILES WILL BE 1 1/2" WIDE UNLESS YOU SPECIFY OTHERWISE.</b>		

WOOD SPECIES: \_\_\_\_\_

USE THIS SPACE TO DRAW FACE FRAME CONFIGURATIONS NOT COVERED ON PREVIOUS PAGES, OR TO SHOW OTHER DETAILS. DOTS ARE 1/8" APART.

Grid area for drawing face frame configurations.





