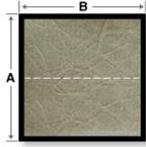
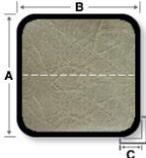
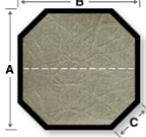
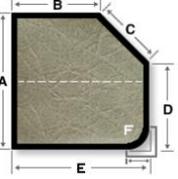
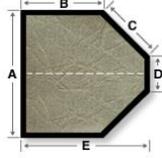
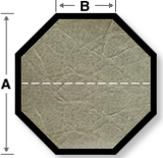




### Hot Tub Cover Order Form

Buyer Name: _____	Customer Name: _____
Address: _____	Address: _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Phone #: _____	Phone #: _____
Email: _____	Email: _____
Customer Name/PO#: _____	

			
Shape 1 Square or Rectangle *	Shape 2 Square or Rectangle * with rounded corners	Shape 3 Round	Shape 4 Square or Rectangle * with cut corners
			? * Irregular * (oval, elliptical, bowed, triangular, speaker bumps, waterfall)
Shape 5 One cut corner Right *	Shape 6 Two-Cut corners *	Shape 7 Octagon	Shape 8 Please contact

<b>SHAPE #</b>	1	2	3	4	<b>TAPER:</b> 4-2" <input type="checkbox"/>	5-3" <input type="checkbox"/>	6-4" <input type="checkbox"/>	<b>Notes:</b>
	5	6	7	8	<b>FOAM:</b> 1lb(STD) <input type="checkbox"/>			
<b>INCHES</b>	A=	B=	C=	D=	E=	F=		

Skirt (up to 6" included) = _____	Cut A for Fold *: _____
-----------------------------------	-------------------------

**Colors:** Black  Brown  Burgundy  Charcoal  Hunter Green  Light Blue  Light Grey  Navy  Tan  Walnut

**\*Weathershield Colors:** Black  Charcoal  Walnut  Brown

*\*Upcharge for weathershield material*

**Make and Model:**

**\$\$ Upcharge Items \$\$**

Long Steam Stopper <input type="checkbox"/>	Upgraded Vapor Barrier <input type="checkbox"/>	6+ " Extended Skirt <input type="checkbox"/>
Cover Lifter Brackets <input type="checkbox"/>	<input type="checkbox"/>	Split Skirt (Gussets) \$40 <input type="checkbox"/>
Weathershield Fabric <input type="checkbox"/>	Other Items _____	

**Customer Signature:** \_\_\_\_\_

Fold direction is A for shapes 1,2,3,4 and 7. Shapes 5 and 6 please advise if A or B.  
 Safety straps are strategically placed depending on your dimensions. Two (2) handles are on side B and opposite centered. Custom handle and strap placement available, please note on form  
 We do not add to your measurements provided and will be made with in a 1" tolerance. All orders are custom made and all sales are final.  
 Please advise if you require lifter plates. Certain models with lifters that are attached to the side of the cover (HotSprings, Caldera, Tiger River).  
 Covers over 102" are by quote only

# Spa Cover Ordering Instructions

There is a specific way to generate a PO for Spa Covers.

1. **Have the dealer fill out the order form completely and sign and date** it before entering an order.
2. **Double check the form yourself** for any inconsistencies and have the dealer make any needed corrections.
3. Enter the order into Prelude as a normal special order. Using the correct Prelude SKU #'s from the list. **Please do not use \* items for these covers.**
4. At the end of the order, **include comments** (CPPO) indicating overall specs of the cover such as (66"x 88" rectangle, 7" radius corners, Navy color, 2" skirt, 8" straps)  
See attached order form for all specs."  
This accomplishes two purposes – first it puts the most pertinent info on the PO for future look-up reference. Secondly it lets the receiving branch identify the correct cover by double-checking the comments.
5. **Include your name (first and last) and phone/extension in the comments** so that you can be contacted easily by the vendor if there are any other questions.
6. Email the order number AND the signed form to the RIM together. **Have your RIM Create the PO and send so the form & PO can ride together to the vendor.**