



Our quality and products set the standard

Store Name: _____
 Sales Person: _____ Contact Number: _____
 Order No: _____ Date: _____

Shower Screen Order Details

SS-INSTALL
 Custom Multi Panel

Installation Service Consists of:

- Site Measure
- Glass collection / Glass installation
- Styles show below
- Price based on travel within 40km of CBD

Tick Box if Install Service is required

Please Circle Desired Configuration

FP-INSTALL
 Custom Single Panel

Installation Service Consists of:

- Glass collection / Glass installation
- Panels over 1200mm in width or 12mm Thickness will incur an additional handling fee due to OH&S.
- Price based on travel within 40km of CBD

Tick Box if Install Service is required

OB-INSTALL
 Over Bath Screens

Installation Service Consists of:

- Glass collection / Glass installation
- Styles – Fixed and Fixed and Swing
- Price based on travel within 40km of CBD

Tick Box if Install Service is required

Handle Type	Channel or Brackets	Plastic Strips Required
<input type="checkbox"/> *Additional Cost		

Please Circle which items (above) are preferred

PLEASE NOTE: All frameless shower screen panels are 2000mm high. Over Bath Panels are 1450mm High.

Order Procedure for Supply or Install and Measure

1. Shop informs the client of the conditions (to be signed off) as per form over page.
2. Customer circles desired order options above.
3. Supply Only
 - a. All walls need to be measured at two heights, shoulder height and ankle height to ensure the walls are true and plumb. This information is a must, and has to be provided to ensure correct screen suitability.
 - b. Bella Vista will confirm glass to be supplied for customer ordering screen via diagram to be signed off.
 - c. Screen will be delivered into store ordered from.
4. Install and Measure
 - a. Shop faxes or emails Bella Vista with the PO with client details including address and contact number, along with signed off form.
 - b. Bella Vista will schedule installer to job and installer will make contact within approximately 48 hours.
 - c. Installer arranges time to measure site with client.
 - d. Installer reports back to Bella Vista with the sizes and any issues. Ordering store will be contacted in relation to any issues. If no issues, job will proceed directly to install.
 - e. Bella Vista will then book the job and have the installer complete the work.
 - f. Customer signs of completed release form for job.



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Conditions of Order Form

DATE: _____

- ➔ Details and condition form to be completed and signed off by customer.
- ➔ Sketch with sizes to be drawn in space below.

Points to Confirm

Supply Only	Tick Box		SIGN
	YES	N/A	
• Are all the walls new / renovated?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Are all the walls plumb (straight)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Have the walls been measured at shoulder & ankle heights?	<input type="checkbox"/>	<input type="checkbox"/>	_____

PLEASE MEASURE CAREFULLY AS NO REFUND OR EXCHANGE ON INCORRECT ORDERS

Supply and Install	YES	N/A	SIGN
• Is the bathroom upstairs or below ground level – Are additional costs accepted?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If beyond 40km from CBD – Are additional costs accepted?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All shower panels are 2000mm Height. Over bath panels are 1450mm Height.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Is any panel size 1300mm or larger? Is glass thickness 12mm or more? – Are additional costs accepted?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If wall are measured and not straight the use of channel is accepted? – If no additional costs will be confirmed prior to proceeding.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Price confirmed based on customers information and Monies Taken?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Customer: _____ Customer Signature: _____
 Customer Address: _____
 Customer Contact Number: _____

