



VPC-TIP

February 2, 2002

Correct Order Information

!!Critical Information!!

When placing an order through the builder web site there is certain information that is critical to process the order accurately. The information that is entered on the front end not only effects the design of your building but how we process billing and keep data all the way through to the completion of the project. MBMA market share information is kept in our system based on the job site address that is entered in VPCCommand or on the web site. This information helps us to accurately assess the VP Buildings market share for each region of the country. Your help in getting this information is very important!

Remember, the easiest way to enter *the job site information is through VPCCommand*. Once it is entered in the *General Information / Job Site* screen it will automatically transfer to the web site when you place your order.

Regional Settings	Owner	Lending Institution	General Contractor	Bonding Company	Notes
Job Site Information	Order Options	Builder	Division Information	Bonding	Special Colors
Name	Gears R Us	Country	United States		
Address	1234 Greasy Way	State	North Carolina		
		County	Guilford		
City	Greensboro	Phone	336-644-1234		
Zip Code	27407	Fax #	336-644-2345		
Contact Person	Caesar Romero	Ship To	<input checked="" type="radio"/> Job Site <input type="radio"/> Customer Pickup		
Customer Name	Theodore J				
Builder's PO #					

If you did not enter the Job Site information in VPCCommand you would have the chance to enter it when placing the order.

VP needs this information to Design, Detail, Ship, and Bill your job correctly and quickly, please help us process your project accurately.

While you are on the web site it is important that you fill in the **MBMA Building End Use** correctly as well. Again the MBMA data is tracked and used for statistical analysis of our Sales regions across the country.

Information For Project: 30374

Job Site Name:	Gears R Us
Address 1:	1234 Greasy Way
Address 2:	
Address 3:	
City:	Greensboro
State:	NC
ZIP:	27407
Country:	USA - United States / America

Order Options

MBMA Building End Use:	8 - COMMERCIAL WAREHOUSE/STORAGE
Requested Delivery Date:	4/5/2002
Tax Exemption Number:	

Enter your PIN number correctly and completely.
NCXXXXXXXXXX

Release Project