

# ORDER AND DELIVERY CHECKLIST

## YOUR BUILDDIRECT ORDER AND DELIVERY CHECKLIST

At BuildDirect, we want to help you transform spaces with the best building materials available anywhere at the lowest prices. We also want to make sure that your experience with us is efficient and worry-free.

Here are 3 important areas of information that will make your experience with us a success. Please provide us with:

### 1. Product details:

- Sizes, finishes, colors, styles, names of the products you need
- How much you need, including 5-10% extra for wastage, in the specified product unit
- A description of where you plan to install the products
- Your list of chosen accessories

### 2. Payment details:

- Your written acceptance of the quote (emailed or faxed "quote accepted" )
- Your billing details – name, full address, email, phone
- Your chosen form of payment – VISA, MC, AMEX, Discover Card, PayPal, wire transfer\*
- Credit card numbers, expiration, security code (3-4 digits on the back)
- Confirmation of order amount to your bank to clear the funds
- Bank details and bank order numbers (for wire transfers).
- Wire transfers: a wire transfer instruction sheet will be sent as an attachment to your quote. Your bank may charge you a fee for a wire transfer. Please do not deduct this fee from your payment as it is a separate item.

### 3. Shipping details:

- Your shipping preference: residential delivery, or customer pick up
- Full addresses and contact details for residential deliveries
- Regularly monitored email address of person receiving the order (most correspondence will be by email)
- Level of shipping service – regular low-cost, TimeKeeper, Volume, or Turnkey

For more details about what you need to know about shipping, please see the [BuildDirect shipping page](#).