



ibpanels.com

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Customer Project Checklist

We thank you for the opportunity to earn your business. IB Panels strives for product excellence & customer satisfaction. To better assist us in meeting your expectations, please have the following information gathered and presented to us, prior to the beginning of a project. Note: It is against company policy for any employee to begin a project without all of the required details listed below.

* Please circle the portion of the project to be done with panels:

Floors Walls Roof Garage Walls Party Wall Sound Wall Interior Wall Other

If other please Specify: _____

Project Information Sheet

- _____ Customer's Contact Information
- _____ Contractor's Contact Information
- _____ Architect's Contact Information
- _____ Job Site Shipping Address
- _____ Job Site County Name & Building Department's Contact Information
- _____ Snowload or Allowable Roof Load (Building Department)
- _____ Wind Load (Building Department)
- _____ Exposure (Building Department)
- _____ Seismic (Building Department)

Full set of plans in autocad format (DWG format).

- _____ Foundation Plan
- _____ Floor Layout
- _____ Elevations + any special details
- _____ Roof Plan and /or Truss Layout

Window & Door Schedule

_____ **Truss Information from the Truss Manufacturer**

_____ **Minimum 50 % Deposit**