

INSTRUCTIONS / PROCESS FOR ORDERING STAIRS

(Read thoroughly and ask if you have any questions)

1. Notify the Board representative
 - (a) When you are ready to order stairs.
 - (b) It will be advantageous for several homeowners to order at the same time to receive the benefit of quantity pricing.
2. Go to the *Arbors'* website.
 - (a) Click on the *Maintenance* tab (at the left).
 - (b) Click on the *Instructions / Process for Ordering Stairs* document.
 - (c) Print the entire document.
3. Consult with your contractor.
 - (a) Determine width of stair.
 - (b) Determine number of stairs.
4. Fill out *Part A, Section 1* and *Part B, Section 1* of the **Stairs Order Information** form.
5. Submit *entire* form to Board representative.
6. Orders will be combined to obtain quantity pricing.
7. A *Purchase Order* is sent to the manufacturer by Board rep.
8. A *Quote* will be returned by the manufacturer and will
 - (a) Show total cost of stairs in the order.
 - (b) Show Ship Date.
 - (c) Show Delivery Charge.
9. Board rep completes *Part A, Section 2* and *Part B, Section 2*.
 - (a) *Cost of stairs will be divided by # of stairs ordered X # of stairs ordered by homeowner.*
 - (b) *Delivery fee will be divided by total # of stairs ordered X # of stairs ordered by homeowner.*
10. Homeowner submits Certified Check (Cashier's Check or Money Order) to the Board rep.
11. **Order** is sent to the manufacturer.
12. *Part A, Section 3* and *Part B, Section 3* will be completed at time of delivery to homeowner or homeowner's representative.
13. Homeowner will
 - (a) Be notified of delivery date and
 - (b) Be expected to arrange for picking up the stairs from point of delivery.



Order No. _____
 Arbors at Mountain Shadows
 Condominium Owners Association, Inc.

Stairs Order Information
 (COA copy)

PART A / Section 1

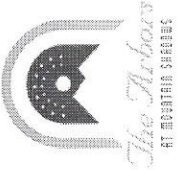
Date _____
 Homeowner _____
 Unit address _____
 Number of stairs _____
 Depth and Width 11.75" X _____

PART A / Section 2

Cost of stairs _____ / # of stairs _____
 Cost per stair X # of stairs _____
 Delivery fee _____ / # of stairs _____
 Cost per stair X # of stairs _____
 Total cost _____
 Paid: Date _____ Certified Check No. _____
 Payment received by _____

PART A / Section 3

Order received _____ Date _____ Homeowner/Representative _____



Order No. _____
 Arbors at Mountain Shadows
 Condominium Owners Association, Inc.

Stairs Order Information
 (Homeowner copy)

PART B / Section 1

Date _____
 Homeowner _____
 Unit address _____
 Number of stairs _____
 Depth and Width 11.75" X _____

PART B / Section 2

Cost of stairs _____ / # of stairs _____
 Cost per stair X # of stairs _____
 Delivery fee _____ / # of stairs _____
 Cost per stair X # of stairs _____
 Total cost _____
 Paid: Date _____ Certified Check No. _____
 Payment received by _____

PART B / Section 3

Order received _____ Date _____ Homeowner/Representative _____