



order release checklist

The lead times our team communicates initiate from the date an order is ready to release to Production. What does this mean for you? **If we don't yet have the following critical information for an order, the clock on the lead time you expect the poles will be shipped within simply has not yet started.**

To release an order and receive an ESD, please provide:

- purchase order** (With accurate pricing and product information.)
- fixture and drill template** (Please attach at time of order.)
- pole-top information** (If drilled, provide fixture orientation; if tenon, provide size.)
- signed drawing** (If required, drawings sent from us to you for modified and custom pole orders.)
- options and accessories location and/or orientation** (If applicable. How far above base and on which side of the pole?)
- finish** (One of our 17 standard colors, RAL, or custom-color match?)

For an order to ship as planned, we **MUST** have the following:

- contact name and number for delivery** (The person who will be responsible for receiving this order.)
- billing information** (If third-party billing, billing account # and billing zip code.)

For help with questions regarding your orders, please reach out to Partner Service: orders@lytepoles.com