

THE IMPORTANCE OF DETAILED PAPERWORK

The aim of this information sheet is to provide awareness of the importance of supplying suitable paperwork for material that is to be galvanized or powder coated. One of the most common problems that we encounter is the supply of paperwork that has little or no details on it. This can lead to numerous problems including missing items and incorrect coating. We can process thousands of items each day of similar section and size that belong to different customers, hence the requirement for clear and concise paperwork with accurate quantities and sizes.

SO WHAT DO WE NEED FROM YOU AS A CUSTOMER?

Who does the material belong to?

Order number - Do you have a specific job reference.

Date of arrival

Specific coating requirements. Is it for galvanizing, do you require an LOC, if it is to be powder coated what colour do you require?



Company Name: Highland Galvanizers	Contact Name: Robert Sheils
Address Pinefield Industrial Estate Elgin IV31 6RR	Phone Number: 01343 548855 Email: robbie@higalv.co.uk
Your Reference: Good clear paperwork example	Quote Reference: Q12345
Date: 04/07/2024	Carrier: Own

Coating requirements: -

Galvanize to ISO 1461

Please Xpress galvanize

Please supply a Letter of Conformity

Powder coat colour – RAL 6005

Please fill in quantities, material description and dimensions

Item No.	Quantity	Description
1	5	50 x 50 RHS Gate frames @ 4m x 2m
2	2	50 x 50 RHS Gate frames @ 3m x 1m
3	10	100 x 100 RHS gate posts @ 2.3m long
4	4	120 x 120 RHS gate posts @ 2.6m long
5	15	50 x 50 x 5mm Angles @ 2.5m long
6	20	40 x 40 x 3mm Angle posts @ 2.2m long

Contact details - name, telephone number & email.

Where you quoted?

Who delivered the material?

Please fill in the quantities and a full description including all dimensions of the materials to be coated.

PLEASE NOTE WE CANNOT PROCESS YOUR ORDER WITHOUT SUITABLE PAPERWORK. SO PLEASE ENSURE YOU PROVIDE CLEAR AND CONCISE PAPERWORK THAT WILL SAVE TIME AND MONEY BY PREVENTING UNNECESSARY DELAYS ON THE PROCESSING OF YOUR MATERIAL.

Should you wish any further information please do not hesitate to contact one of our experts on Elgin – 01343 548855 or Cumbernauld – 01236 731444 or alternatively email any enquiries direct to our technical team at design@higalv.co.uk