

# WebCenter Checklist

*Please verify that ALL information indicated below is correct PRIOR to uploading a quote. Any changes made to orders already uploaded and acknowledged will significantly delay the order process.*

For any questions concerning an order, please call or email an Agalite CSR prior to upload

- Correct glass thickness
- All dimensions are correct and noted. This includes heights, widths, outages, buttresses and notched panel dimensions.
- Verify that the handle and towel bar (if applicable) are correct and in the correct position.
- The glass type is correct, and any additional glass protection is indicated.
- Finish type is correct.
- Verify that the order has the appropriate contact information and PO number (if applicable).
- Because it is not currently possible to upload documents directly the WebCenter application, please enter a note into the **Order Notes** section indicating further documentation will be sent. Please include the **Order #** and **Customer Reference** information on the documents when emailed or faxed to Agalite.