FREQUENTLY ASKED QUESTIONS FOR LAYOUT DRAWINGS

(WHAT IS THE STATUS OF LAYOUT DRAWINGS?)

- **HAVE YOU SUBMITTED A REQUEST FOR A QUOTE TO SALES WITH BASIC JOB INFORMATION?**
  - **NO**
  - **YES**

- **HAVE YOU REVIEWED THE QUOTE AND ISSUED A PURCHASE ORDER?**
  - **NO**
  - **YES**

- **DOES YOUR ORDER REQUIRE LAYOUT DRAWINGS?**
  - **NO**
  - **YES**

- **HAVE YOU BEEN CONTACTED BY THE LAYOUT DEPARTMENT TO REQUEST INFORMATION, OR BEEN ADVISED THAT THE JOB HAS BEEN PLACED INTO THE LAYOUT SCHEDULE?**
  - **NO**
  - **YES**

- **HAS A LAYOUT DRAFTER CONTACTED YOU REGARDING ANY ISSUES?**
  - **NO**
  - **YES**

- **HAS THE LAYOUT DRAFTER EMAILED YOU ANY PRELIMINARY LAYOUT DRAWINGS OR A TRANSMITTAL LETTER ASKING FOR APPROVAL?**
  - **NO**
  - **YES**

- **HAVE YOU ADDRESSED ALL ISSUES ON THE TRANSMITTAL LETTER & APPROVED THE PRELIMINARY LAYOUT DRAWINGS?**
  - **NO**
  - **YES**

- **HAVE YOU RECEIVED AN EMAIL NOTIFICATION THAT YOUR ORDER IS PROCEEDING TO FINAL ENGINEERING?**
  - **NO**
  - **YES**

- **HAVE YOU RECEIVED EMAILS FROM H-W CONTAINING THE FINAL LAYOUT DRAWINGS, UPDATED ORDER AND FINAL CUSTOMER ENGINEERING DRAWINGS?**
  - **NO**
  - **YES**

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**YOUR ORDER HAS BEEN RELEASED TO PRODUCTION, CONTACT TERI SILL AT TSILL@HWEC.COM FOR PRODUCTION SCHEDULING AND LEAD TIMES.**