|  |  |  |  |
| --- | --- | --- | --- |
| Date: |       |  |  |
|  |  |  |  |
| Attention: |       |  |  |
|  | Oregon Door477 Dillard Gardens RoadPO Box 1960Winston, OR 97496 |  |

This is a letter of intent to inform you that Oregon Door will be receiving the following order:

|  |  |  |
| --- | --- | --- |
|  | Project |       |
|  |  |  |
|  | Location |       |
|  |  |  |
|  | Quote # |       |
|  |  |  |
|  | PO # |       |
|  |  |  |
|  | Anticipated Order Date | Month |       |  | Year |       |
|  |  |  |  |  |  |  |
|  | Anticipated Ship Date | Month |       |  | Year |       |
|  |  |  |
|  | Purchase Order Amount | $       |
|  |  |  |
|  | Special Instructions/Notes |       |
|  |  |  |  |
|  |  |  |       |
|  |  |  |  |
|  |  |  |       |
|  |  |  |  |
|  | Distributor |       |
|  |  |  |
|  | Address |       |
|  |  |  |
|  | Phone |       |  | Email |       |
|  |  |  |  |  |  |  |  |  |  |
|  | Sincerely, |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Signature |  |  |  |  |  |  |
|  |  |  |
|  | Name |       |
|  |  |  |
|  | Note | Letter of intent holds price for an additional 30 days beyond quote expiration date. At that time a formal PO and order details are required to further hold price. Anything beyond may be subject to escalation charges. |