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| --- | --- | --- | --- |
| Date: |  |  |  |
|  |  |  |  |
| Attention: |  |  |  |
|  | Oregon Door  477 Dillard Gardens Road  PO Box 1960  Winston, OR 97496 | |  |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Project | |  | | | | | | | | | | | | | | |
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|  | Location | |  | | | | | | | | | | | | | | |
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|  | Quote # | |  | | | | | | | | | | | | | | |
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|  | PO # | |  | | | | | | | | | | | | | | |
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|  | Anticipated Order Date | | | | | Month |  | | | | |  | Year | |  | | |
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|  | Anticipated Ship Date | | | | | Month |  | | | | |  | Year | |  | | |
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|  | Purchase Order Amount | | | | | $ | | | | | | | | | | | |
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|  | Special Instructions/Notes | | | | |  | | | | | | | | | | | |
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|  | Distributor | | |  | | | | | | | | | | | | | |
|  |  | | |  | | | | | | | | | | | | | |
|  | Address | | |  | | | | | | | | | | | | | |
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|  | Phone | | |  | | |  | | Email | |  | | | | | | |
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|  | Sincerely, | | | |  |  | |  | |  | | |  |  | |  |  |
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|  | 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. | | | | | | | | | | | | | | | |