



Specification Registration Form

Date	
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Timeframe the project is expected to be purchased	
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Project Name	
Project Location	

Specifying Agent		City/State		Agency Contact		Commission Split	50%
Order Agent		City/State		Agency Contact		Commission Split	25%
Destination Agent		City/State		Agency Contact		Commission Split	25%

Architect (v box to the left, if they are the specifying firm)

<input type="checkbox"/>	Contact Name/Title	
	Firm Name	
	City	
	State	

Engineer (v box to the left, if they are the specifying firm)

<input type="checkbox"/>	Contact Name/Title	
	Firm Name	
	City	
	State	

Lighting Designer (v box to the left, if they are the specifying firm)

<input type="checkbox"/>	Contact Name/Title	
	Firm Name	
	City	
	State	

Bill of Material

Qty	Part Number	Special Requirements/Notes

Attach fixture schedule and details of any special requirements, if applicable.

When the Order Agent is placing a PO shipping into a territory contracted to another agent, the Order Agent must have written approval to ship the PO into the Destination Agent's territory. The order will not be accepted without that approval. Please attach the written approval when placing the PO.