



LaFayette
ENGINEERING, INC.

2405 Lebanon Rd. P: 859-236-6884
Danville, KY 40422 F: 859-236-7108

Part Order Request Form

Thank you for your interest in obtaining parts from Lafayette Engineering. Please follow the steps below in order to receive a quote in the most efficient manner.

1. Please fill out the below form with as much information as possible. Part numbers and conveyor/FO numbers (if applicable) are the most helpful forms of information needed to confirm we are quoting the correct material.
2. Pictures are extremely helpful in insuring LaFayette Engineering is quoting the correct part, especially if a part number cannot be located. Please attach pictures directly to the email.
3. Be sure to leave the best contact email or phone number for LaFayette Engineering to return your quote to.
4. If material requested is urgent, please mark on the below form and put *URGENT* in the subject line of your email.
5. Once complete, please send to the following email and your request will be answered as soon as possible.

parts@lafayette-engineering.com



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Part Order Request

Requested Date _____

CUSTOMER INFORMATION:

CUSTOMER/JOB SITE: _____
 ADDRESS: _____
 CONTACT: _____ PHONE NUMBER: _____
 CONTACT EMAIL: _____

PARTS REQUEST:

For additional parts, please see pages 2-3

PART NUMBER: _____ MANUFACTURER: _____
 CONVEYOR FO NUMBER: _____ CONVEYOR SERIAL NUMBER: _____
 QUANTITY: _____ URGENCY: URGENT RGA SPARE PART
 ADDITIONAL NOTES: _____

PICTURES ARE ALSO HELPFUL IF POSSIBLE

Once complete, please send to parts@lafayette-engineering.com

TO BE FILLED OUT BY LAFAYETTE ENGINEERING:

Line Item	Item #	Description	Lead Time	Quantity	Unit Price	Line Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
					Total	

Prices subject to change without notice. Quote does not include freight or applicable taxes.

Quotation prepared by: _____

Thank you for your business!

CUSTOMER PO INFORMATION:

PO NUMBER: _____
 SHIP TO ADDRESS: _____

 SHIP TO ATTENTION: _____

SHIPPING METHOD:

- UPS NEXT DAY AIR UPS 2ND DAY AIR
 UPS GROUND BEST WAY

PLEASE ATTACH/SEND HARD COPY OF PO WITH THIS FORM THAT INCLUDES PART NUMBERS & QUANTITIES REQUESTED TO BE ORDERED.

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