

GENERAL FORMS

COVID FORM for D&I:	Click for Web Link
SKG Product Request	Click for Web Link
Labor Quote Request Queue	Click for Web Link
Labor Request Form - New Request	Click for Web Link S:_Forms\Project Forms
Labor Request Form - Change to Existing Request	Click for Web Link S:_Forms\Project Forms
Design Request Form	Click for Web Link S:_Forms\Project Forms
Error Form (Mis-Spec/Damages & White Sheet)	Click for Web Link S:_Forms\Project Forms
Installation Scheduling Request Form	Click for Web Link S:_Forms\Project Forms
Marketing Request Form	Click for Web Link S:_Forms\Project Forms
Labor Discrepancy Form	Click for Web Link S:_Forms\Project Forms
Non-Bill - Labor Only Submission Form	Click for Web Link S:_Forms\Project Forms
Non-Bill - Single Item Submission Form	Click for Web Link S:_Forms\Project Forms
Non-Bill - Multiple Items Submission Form	Click for Web Link S:_Forms\Project Forms
Order Entry Form & Checklist	S:_Forms\Project Forms
OE Submittal Form	Click for Web Link
OE Smartsheet Log	Click for Web Link
Completed OE Submissions	Click for Web Link
Project Close Out Form	Click for Web Link
Product Return Form (Blue Sheet)	S:_Forms\Project Forms
Social Media Release Form	S:_Marketing\Photos + Media Bank_Media Releases and Photography Agreements
Work Authorization Form	S:_Forms\Project Forms
Spending Approval Form - General	Click for Web Link S:_Forms\SKG Internal

Spending Approval Form - Meeting/Presentations	Click for Web Link S:_Forms\SKG Internal
GENERAL DOCUMENTS/LINKS	
Processes and Policies (documents, flow charts)	S:_SKG Processes & Policies
Contact Lists - SKG and Knoll	S:_Forms\SKG Internal
Java Notes	S:_Forms\SKG Internal\Meeting Notes\Java Meeting Notes\Java Meeting Notes - 2020
Java Recordings	https://sheltonkeller.sharepoint.com/sites/BusinessProcessTraining
Monday Process Training Recordings	https://sheltonkeller.sharepoint.com/sites/BusinessProcessTraining
Gantt Template	S:_Forms\Project Forms
Installation Inspection Sheet	S:_Forms\Project Forms
SKG Internal Rate Sheet for PM, Design, Labor	S:_Forms\SKG Internal
SKG Letter Head	S:_Forms\SKG Internal
SKG Meeting Agenda/Minutes	S:_Forms\SKG Internal
Order Entry Checklist	S:_Forms\Project Forms
Vimeo (videos/animations)	https://vimeo.com/skgtexas
PROJECT MANAGEMENT	
PM Project Scope Menu	S:_Forms\Project Forms
PM Hard vs Soft Costs	S:_SKG Processes & Policies\PM
SALES DOCUMENTS & FORMS	
Project Sign Off Checklist	S:_Forms\Project Forms
COM Approval Tracking Sheet	S:_Forms\Project Forms
High/Medium/Low BOM's	S:_Marketing\Presentations\Budget Review Presentations\BOMs
Budget Template Excel Spreadsheet	S:_Forms\Project Forms
High/Medium/Low Visuals	S:_Marketing\Presentations\Budget Review Presentations
LCE Ancillary LITE	S:_Forms\Project Forms
Deal Locations In HubSpot and CORE	S:_SKG Processes & Policies\Sales and AM\CORE
Catalog sif Codes	S:_Manufacturer Information
Vimeo (videos/animations)	https://vimeo.com/skgtexas
ACCOUNTING/CUSTOMER/VENDOR DOCUMENTS & FORMS	
ACH Instructions	S:_Forms\SKG Internal
Expense Report	S:_SKG Processes & Policies\Accounting and Finance\Expense Report
New Customer Form	Click for Web Link S:_Forms\Project Forms - Fillable
Internal SKG New Vendor Form	Click for Web Link S:_Manufacturer Information

New Vendor Application Form	Click for Web Link
SKG Resale Certificate	S:_Manufacturer Information
SKG W-9	S:_Forms\SKG Internal
HUB Certificate	S:_Forms\SKG Internal\Certifications