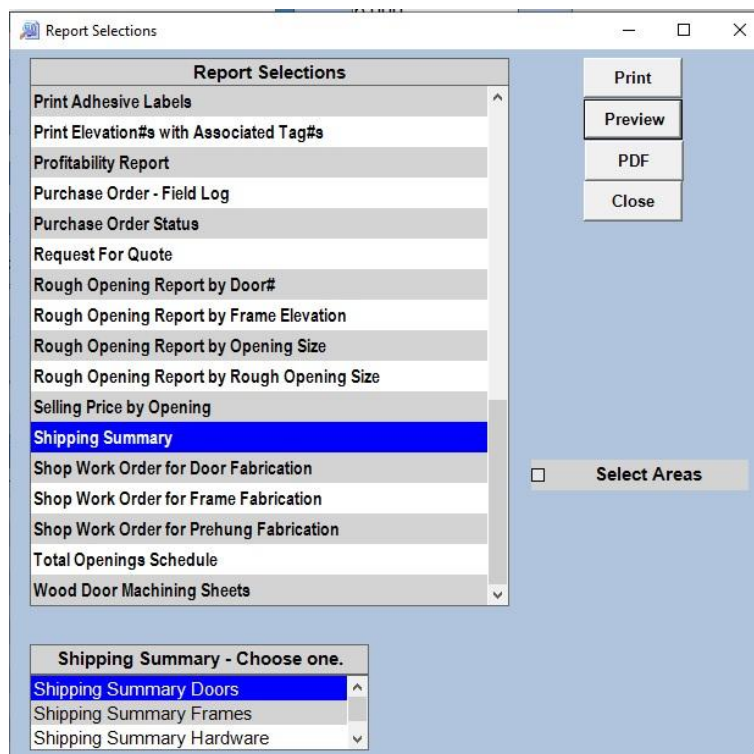


## Shipping Summary Reports

The *Shipping Summary* reports give the Project Manager a summary snapshot of Contract Job Doors, Frames, Hardware and Prehung Doors to be shipped, or already shipped, to a jobsite. This report can be generated by including all areas, or by specific area(s) only.

### How it works:

1. Launch Software for Hardware and open a Contract Job.
2. Click the *Reports* menu selection.
3. Choose *Shipping Summary*.
4. Select Product type: *Doors, Frames, Hardware* or *Prehung Doors*.



5. Choose the desired form of output by clicking the appropriate button; *Print, Preview, or PDF*.
6. Below is a short example of what the *Shipping Summary – Doors* looks like when generated:
  - a. **Please Note:** The *Date Required* field is purposely left blank and is to be entered by hand to remind the Project Manager when the product is required at the jobsite.

**West Coast Supply**

1409 S. Garfield Street  
Suite J  
Kennewick, WA 99336  
Phone# (509)582-8888 Fax# (509)582-1888

**Shipping Summary**

1/23/2020

**Date Required:**  
\_\_\_\_\_

**Bill To:**

BLUE MOUNTAINS CONTRACTORS AND  
BUILDERS  
684 West First Avenue  
Suite 7  
Dayton, WA 99332  
USA

**Ship To:**

Mt. Baker B & B  
  
1111 Dover Circle  
Blaine, WA 99336  
USA

Customer P.O.	Ship Via
4125	
Job Number	Job Name
04142017	Mt. Baker B & B

Qty	Description
1	Aluminum Door(s)
Tag Nums: 201A	
7	Hollow Metal Door(s)
Tag Nums: 300, 333, 500, (2)600, 601, 800	
6	Hollow Metal Door(s) with Metal Lite Kit(s)
Tag Nums: 100, (2)100, 1, 100A, 103, 200	
1	Hollow Metal Door(s) with Louver(s)
Tag Nums: 2555	
1	Hollow Metal Door(s) with Astragal - "Z"(s)
Tag Nums: 400	
7	Wood Door(s)
Tag Nums: 052, 100B, 112, 113, (2)114, 115	
1	Wood Door(s) with Lite Kit(s)
Tag Nums: 050	