

SUTPHEN CORPORATION SALES TECHNICAL BULLETIN

NEW CHANGE ORDER FORM

OVERVIEW

With the implementation of the new sales configurator (SQS2) and MSRP, we were forced to recreate the change order form. This new change order form incorporates many of the requests that were submitted when we first explored the idea of changing the form. This new form also helps us manage the MSRP pricing.

If a dealership opts to provide a discount to the customer from MSRP and keep the other percentage as commission, each option has a percentage of commission tied to it. If the customer opts to delete any of those items at the preconstruction meeting, the dealer loses the amount of commission tied to that option (based on the percentage of MSRP). This is something that cannot be managed with our previous forms.

This new form has an extensive amount of formulas to manage the addition or subtraction of commission as well as macros to assist with formatting. Because of this, the management of the change order will need to reside with Sutphen personnel only (Sales Application Engineers or the Project Engineer responsible for the apparatus). The Excel version of the form will not be provided to the dealerships.

Since there is the potential to lose commission with the deletion of items, the form also allows for the opportunity to make back commission on additions. You will need to work closely with your SAE or Project Engineer during the change order process.

The following pages show both the customer print out version as well as the in-house/dealer version. The in-house version allows us to track the commission changes, which show as a total in the right hand column.

This new form **MUST** be used to manage any apparatus sold through the new configurator/SQS2. It will also be used on anything sold through old SQS (it is just a simpler process).

The form must be used for any new projects starting January 1st, 2015. NO EXCEPTIONS!

If you have any questions, please contact your assigned Sales Application Engineer.

STB-0031 – NEW CHANGE ORDER FORM

SUTPHEN CORPORATION SALES TECHNICAL BULLETIN

NEW CHANGE ORDER FORM (CUSTOMER VERSION)



CHANGE ORDER

Customer: Fire Department
HS #: 5600
Number of Units: 1

Change Order Date: 11/12/2014
Latest Revision Date: 12/5/2014
Sales Person: Sales Person
Engineer: Engineer

Original Contract Amount: \$590,739.50

ACTION	DESCRIPTION	UNIT PRICE	QTY	PRICE EXTENDED
* Revision 11/12/2014 *				
Delete	Exhaust adapter for Plymovent	\$85.69	1	-\$85.69
Add	Switch on dash for ASR	\$132.19	1	\$132.19
Add	Window tint	\$456.33	1	\$456.33
Add	Crew door handrails (pair)	\$301.69	1	\$301.69
Delete	Bumper, 24" formed steel channel, painted	\$1,431.12	1	-\$1,431.12
Add	Bumper, 24" formed steel channel w/steel sides, painted	\$2,015.61	1	\$2,015.61
Add	Scorpion coating, black, top lip of bumper	\$155.25	1	\$155.25
Add	12v USB power point	\$66.10	1	\$66.10
Add	Mapbook storage to center console	\$278.26	1	\$278.26
Delete	Spotlight, hand held, Optronics on breaker cover	\$123.60	1	-\$123.60
Add	Golight, LED, cab roof	\$627.45	1	\$627.45
Add	SCBA cylinder compts in fenders, (7)	\$3,238.57	1	\$3,238.57
Add	Lower warning lights, add'l Whelen 600 LED (pair recessed in bumper)	\$527.64	1	\$527.64
Add	Four-way junction box, Akron	\$599.29	1	\$599.29
* Revision 12/5/2014 *				
Delete	SCBA cylinder compts in officer's side fender	\$462.65	2	-\$925.31
Delete	TFT extend-a-gun (manual)	\$1,488.09	1	-\$1,488.09
Add	TFT extend-a-gun RC3	\$3,152.87	1	\$3,152.87
CHANGE ORDER TOTAL (PER UNIT):				\$7,497.44
NEW CONTRACT AMOUNT:				\$598,236.94

ACCEPTED - The above prices of this Change Order are satisfactory and are hereby accepted.

Customer Signature: _____

Date of Acceptance: _____

Change order must be signed to amend the original contract.

SUTPHEN CORPORATION SALES TECHNICAL BULLETIN

NEW CHANGE ORDER FORM (IN-HOUSE/DEALER VERSION)

STB-0031 – NEW CHANGE ORDER FORM



Customer: Fire Department
HS #: 5800
Number of Units: 1
Original Contract Amount: \$590,739.50

CHANGE ORDER

Change Order Date: 11/12/2014
Latest Revision Date: 12/5/2014
Sales Person: Sales Person
Engineer: Engineer

HIDE THIS COLUMN "E" USING BUTTON TO THE RIGHT FOR CUSTOMER USE!		HIDE THIS COLUMN "F" USING BUTTON TO THE RIGHT FOR CUSTOMER USE!	HIDE THIS COLUMN "G" USING BUTTON TO THE RIGHT FOR CUSTOMER USE!	HIDE THIS COLUMN "H" USING BUTTON TO THE RIGHT FOR CUSTOMER USE!	HIDE THIS COLUMN "I" USING BUTTON TO THE RIGHT FOR CUSTOMER USE!	HIDE THIS COLUMN "J" USING BUTTON TO THE RIGHT FOR CUSTOMER USE!	CHANGE ORDER		HIDE THIS COLUMN "K" USING BUTTON TO THE RIGHT FOR CUSTOMER USE!	
PRICE TYPE		LIST PRICE	SUTPHEN SELLING PRICE	DEALER MARKUP VALUE	DEALER MARKUP ONLY MARKUP OVERRIDE	DEALER MARKUP PER UNIT	UNIT PRICE	QTY	PRICE EXTENDED	DEALER MARKUP EXTENDED
* Revision 11/12/2014 *										
Delete	Exhaust adapter for Plymouth	\$107.11	\$85.69			\$0.00	\$85.69	1	\$85.69	\$0.00
Add	Switch on dash for ASR	\$158.31	\$126.65			\$5.64	\$132.19	1	\$132.19	\$5.64
Add	Window tint	\$546.50	\$437.20			\$19.13	\$456.33	1	\$456.33	\$19.13
Add	Crew door handrails (pair)	\$591.31	\$289.05			\$12.65	\$501.69	1	\$501.69	\$12.65
Delete	Bumper 24" formed steel channel, painted	\$1,789.90	\$1,431.12			\$0.00	\$1,431.12	1	\$1,431.12	\$0.00
Add	Bumper 24" formed steel channel w/steel sides, painted	\$2,413.90	\$1,931.12			\$84.49	\$2,015.61	1	\$2,015.61	\$84.49
Add	Scorpion coating, black, top lip of bumper	\$150.00	\$150.00			\$5.25	\$155.25	1	\$155.25	\$5.25
Add	12v USB power point	\$79.16	\$63.33			\$2.77	\$66.10	1	\$66.10	\$2.77
Add	Mapbook storage to center console	\$333.24	\$286.59			\$11.66	\$278.26	1	\$278.26	\$11.66
Delete	Spotlight, hand held, Optonics on breaker cover	\$154.50	\$123.60			\$0.00	\$123.60	1	\$123.60	\$0.00
Add	Golight, LED, cab roof	\$751.44	\$601.15			\$26.30	\$627.45	1	\$627.45	\$26.30
Delete	Officer's seat, Bostrom Tanker 450 ABTS SCBA	\$901.25	\$721.00			\$0.00	\$721.00	1	\$721.00	\$0.00
Add	Officer's seat, Bostrom Tanker 450 ABTS SCBA air ride	\$1,312.86	\$1,050.29			\$45.95	\$1,096.24	1	\$1,096.24	\$45.95
Delete	Crew seat #3, Bostrom Tanker 450 ABTS SCBA fixed	\$901.25	\$721.00			\$0.00	\$721.00	1	\$721.00	\$0.00
Add	Crew seat #3, Bostrom Tanker 400CT ABTS SCBA flip-up	\$901.25	\$721.00			\$31.54	\$752.54	1	\$752.54	\$31.54
Add	Installation of customer provided radio cables	\$250.00	\$250.00			\$8.75	\$258.75	1	\$258.75	\$8.75
Add	Radio power & ground studs, add not in spec	\$128.75	\$103.00			\$4.51	\$107.51	3	\$322.52	\$13.52
Add	Painted body fenders	\$791.54	\$633.23			\$27.70	\$660.94	1	\$660.94	\$27.70
Add	SCBA cylinder compls in fenders, (7)	\$3,878.53	\$3,102.82			\$135.75	\$3,238.57	1	\$3,238.57	\$135.75
Add	Lower warning lights, add 1 Whelen 600 LED (pair recessed in bumper)	\$631.91	\$505.53			\$22.12	\$527.64	1	\$527.64	\$22.12
Add	Four-way junction box, Akron	\$717.71	\$574.17			\$25.12	\$599.29	1	\$599.29	\$25.12
* Revision 12/5/2014 *										
Delete	SCBA cylinder compls in officer's side fender	\$554.08	\$443.26			\$19.39	\$462.65	2	\$925.31	-\$38.79
Delete	11ft extend-a-gun (manual)	\$650.11	\$1,488.09			\$0.00	\$1,488.09	1	\$1,488.09	\$0.00
Add	11ft extend-a-gun RC3	\$3046.25	\$3,046.25			\$105.62	\$3,152.87	1	\$3,152.87	\$106.62
TOTAL:									\$9,146.43	\$546.07
CHANGE ORDER TOTAL (PER UNIT):									\$599,885.93	\$546.07
NEW CONTRACT AMOUNT:									\$599,885.93	\$546.07

SUTPHEN		Fire Department	
Customer: HS #: 5600		To the Right for Customer Use!	
Number of Units: 1		Latest Revision Date: 12/5/2014	
Original Contract Amount: \$590,739.50		Sales Person: Engineer	

ACCEPTED - The above prices of this Change Order are satisfactory and are hereby accepted.

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