**HOW TO ORDER PAINT CHIPS**

**New Paint Chip Process**

In an effort to improve the process of obtaining paint chips, we have added four new CI codes to our ordering system allowing you to order them through Agile as you need them. The new CI codes will be for proprietary paint chip samples. With these changes, there will be a cost of $5.00 per pack, and it will be shipped by regular mail.

Submit an order as you would normally through Agile and select the following new CI codes listed below:

\*238EWC LLPPCS KIT U Lithonia Lighting PROPRIETARY PAINT CHIPS STANDARD

\*238EWE LLPPCXD KIT U Lithonia Lighting PROPRIETARY PAINT CHIPS SUPER DURABLE (XD)

\*238EWF LLPPCST KIT U Lithonia Lighting Proprietary Paint Chips STANDARD TEXTURED

\*238EWG LLPPCXDT KIT U Lithonia Lighting Proprietary Paint Chips SUPER DURABLE (XD) TEXTURED

Once the order is created and submitted, the paint chips will be picked and shipped to the address entered in Agile and sent from the distribution center.

**RAL Paint Chip Process**

For those colors that have a RAL number, we will not have these colors available. You will be able to take this RAL number to any Sherwin Williams store, and they can make these colors allowing you to get a sample. We have decided to do this because these colors are very rarely painted and maintaining these was very costly.

We hope that these changes will make this process easier for you and help to create a standard process for obtaining these chips.

Acuity Brands Lighting