**Checklist for Custom Color Submittal**

**This is intended to give an overview as to what is needed from to submit a request for a custom color finish on a fixture or pole. Failure to follow the process in its entirety could result in delay of line activation. Please reach out to your Customer Care Representative should you have any questions.**

Fill out Custom Color Submittal form in its entirety

Obtain 2 sample color chips on metal from the customer.

Obtain the mailing address of your Customer Care Representative

Mail the completed form plus the 2 chips to your Customer Care Representative

Your Customer Care Representative will work with the applicable vendor to get the sample matched and mailed to the contact specified in section three of the Custom Color Submittal form.

Your Customer Care Representative will contact you once the matched chip has been mailed to the contact in section three of the Custom Color Submittal form.

Follow up with the contact in section three of the Custom Color Submittal form to obtain approval disposition.

Advise Your Customer Care Representative on approval or denial of the matched chip

If approved, your Customer Care Representative will update the line description and work to activate line and get production date.