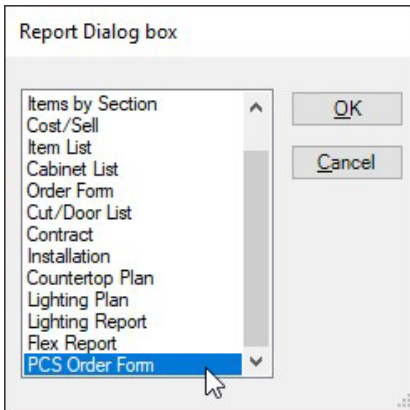


Once the Report has been installed (see “Installing PCS Catalogs & Report” for help installing the report), it adds the “PCS Order Form” option to the “Report Dialog box” that already exists in 2020.



Note: When selecting the order form, it can take a few seconds to generate all the pricing and items into the report. Make sure your door style, finish and any global options have been selected for the form to generate pricing.

Select the “PCS Order Form” and the below report will be displayed. The green box indicates what customer information can be added to the order. The Account #, Account Name and Email Address are required fields. There are also optional fields at the bottom to enter your factor, tax rate, freight and any other adjustments that apply to help you calculate your true pricing. The other information in this report will generate on its own.

Once you are ready to submit an order, click on the “Send to PCS” button.

PCS Order Form (September 2026)

PCS Professional Cabinet Solutions™

Customer Entered Information

! IMPORTANT ! Submits Order

Purchase Order #: Project #:

Account #: Sales Person:

Account Name: Email Address:

Ship To:

Builder/Customer: Project: Lot:

Contact Phone #:

(PCS-A) Door/Finish: Mission Thermofoil - Storm Door Hinge: Standard Hinge Drawer Box/Slide: Standard Metabox Drawer

(PCS-B) Door/Finish: Door Hinge: Drawer Box/Slide:

#	Qty	Spec Code	2020 Code	Description	Hinge	Fin E...	Total Price	Note
1	1	BF1218R-NN-STD	BF1218	Base Full Door, 18" Deep	Right	None	\$234.00	
2	1	BF3318-NN-STD	BF3318	Base Full Door, 18" Deep	Both	None	\$389.00	
3	1	AFP330R-NN-STD	AFP330	Base Profiled Filler 30"H	Right	None	\$30.00	
4	1	W362115-NN-STD	W362115	Wall Bridge Cabinet	Both	None	\$306.00	
5	1	W422115-NN-STD	W422115	Wall Bridge Cabinet	Both	None	\$337.00	
6	3	AHK23-ORB	AHK23-ORB	Knob, Belcastel, Oil Rubbed Bronze			\$48.00	
7	7	AHK23-BG	AHK23-BG	Knob, Belcastel, Brushed Gold			\$0.00	

Door Count: 7 Weight: 215.3

Drawer Count: 0 Cube Total: 35

Rollout Count: 0 Lineal Feet: 126

Knob Count: 7 PC Total: 5

Hinge Count: 14 SIT Total: 58

Delivery Credits: 4 FSF Total: 20.8

Sub Total: \$ 1,344.00

Enter Factor: 1 Discount: \$ (0.00)

<enter other adjustments here> 0.00

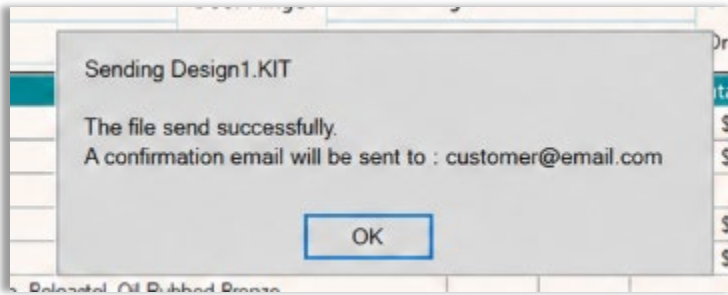
Tax Rate (%): 0 Tax Total: \$ 0.00

Freight: \$ 0.00

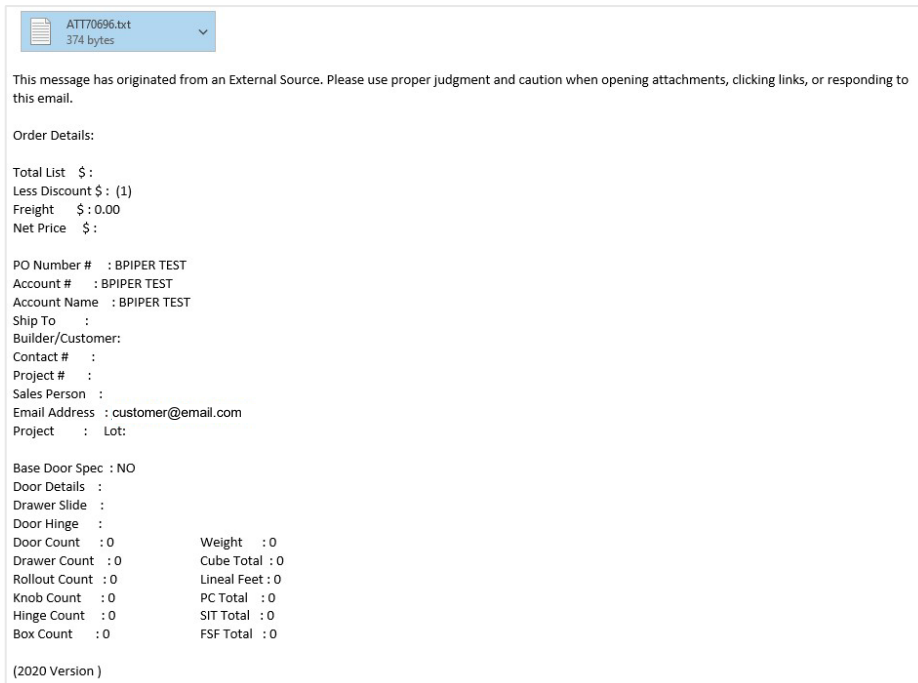
Total: \$ 1,344.00

Buttons: Send to PCS, Print, Export, Close

A pop-up box will appear telling you that the order was sent successfully.



The “Send to PCS” button generates an automatic email to our Customer Care department with an attached file including all the order items along with all the necessary customer and order information. You will also receive a copy of this email to the address entered in the customer information in the report. If you do not receive a copy of this email, please check your spam/junk mail, if you still do not have a copy, please feel free to reach out to our Customer Care team to ensure it was received.



ADDITIONAL INFORMATION:

Need additional help? Contact 2020Support24x7@woodmark.com