



Apartment Order Form

Invoice: _____

Order Date: _____

Install Date: _____

Install Time: AM PM Anytime

Management Company: _____

Apartment Complex: _____

Building #: _____

Unit Sq. Ft.: _____

Unit #: _____

Unit Floor Plan Name: _____

Furnished/Occupied:

Ordered By: _____

Take Up: **Partial Installation:**

Order Taken By: _____

Order Type: Carpet only Carpet & Pad Vinyl Repair Other

Please Enter Additional Information Below:

PO Number: _____

Important: After filling in the details for your installation request, select "File" then "Save As", enter the naming convention of your choice. After saving the request, open up your email client, attach the file and send to the corresponding email below.

Virginia Order Desk Email: Orderdeskemailgroup@mikesfloorco.com

New Jersey/New York Order Desk Email: NJorderdesk@mikesfloorco.com

Georgia Order Desk Email: mikesga@mikesfloorco.com

Florida Order Desk Email: Mikesfla@mikesfloorco.com

Rhode Island/Connecticut Order Desk Email: MikeNE@mikescarpet.net

North Carolina Order Desk Email: orderdesktriangle@mikesfloorco.com