



## OPG

This Order Process Guide (OPG) is designed to assist you, a VT distributor, with the technical information and forms necessary to process your orders through VT Industries.

In an effort to streamline our processes and reduce environmental impact we will no longer publish a hard copy of our OPG.

The OPG is available on our Web site at [www.vtindustries.com/doors/information.aspx](http://www.vtindustries.com/doors/information.aspx), and is constantly updated so you will always have the latest information.

For new accounts or new employees we will send a binder with our current literature and a CD copy of the current OPG. This will assist them as they become familiar with our Web site.

Each OPG binder is registered to a specific individual and listed in our database to ensure that you are continually notified of new information from VT Industries. Your name should be printed on the label located on the edge of your OPG. If your name does not appear on the label, please contact us to update your information.

We will send e-mail notification of OPG updates. To receive them, please send your current e-mail address (including your name and the name of your company) to [door\\_info@vtindustries.com](mailto:door_info@vtindustries.com) and state in the subject line "send OPG updates here". As changes are made you can simply print those pages if you require a hard copy.

All pages are available in PDF format. (To view PDF files you may need Adobe® Acrobat® Reader. For a free download visit: [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html).) Please note: all print literature updates will continue to be mailed.

If you have any questions on how to utilize the information in our OPG more effectively, please contact your Customer Service Center representative by calling 800.827.1615 and dialing his or her extension, or contact your area VT sales representative.