

FILLING OUT OUR ORDER FORMS

Forms

- Benchtop Order Form
- Panels, Fillers and Kick Fronts Order Form (cut list)
- Cabinets/Carcasses Order Form
- Plans... graph paper.

GENERAL

Most joinery products such as Kitchens, Vanities and Wardrobes consist of three major product types. They are; Benchtops, Decorative Board and Whiteboard. Whiteboard or WHMR is a 16mm high moisture resistant melamine particle board and it is used to construct the cabinets (carcasses). Decorative board is used to complete the style or design of your project. It comes in a range of styles, colours and finishes. To find out more about decorative panels you can drop into the showroom Monday to Friday between 8.00am and 4.00pm or Saturday, 8.00am until 2.00pm. Or feel free to peruse supplier websites like, www.polytec.com.au or www.laminex.com.au or www.formica.com.au to search for colours and finishes. If you find something of interest contact us via email, sales@shapesupplies.com.au or by phone on (07) 3865 7056 and we can send some colour samples out in the mail. And last but not least, the Benchtops. Benchtops come in two major types. There are other options on the market however at this stage we only supply High Pressure Laminate (HPL) Tops or (...) Stone Tops. They also come in a range of different styles, thicknesses, colours and finishes.

GETTING STARTED

The best way to begin converting your project into a detailed list or plan for each of the three major product types is to draw a plan. Use your graph paper and from an aerial view begin with the benchtop.

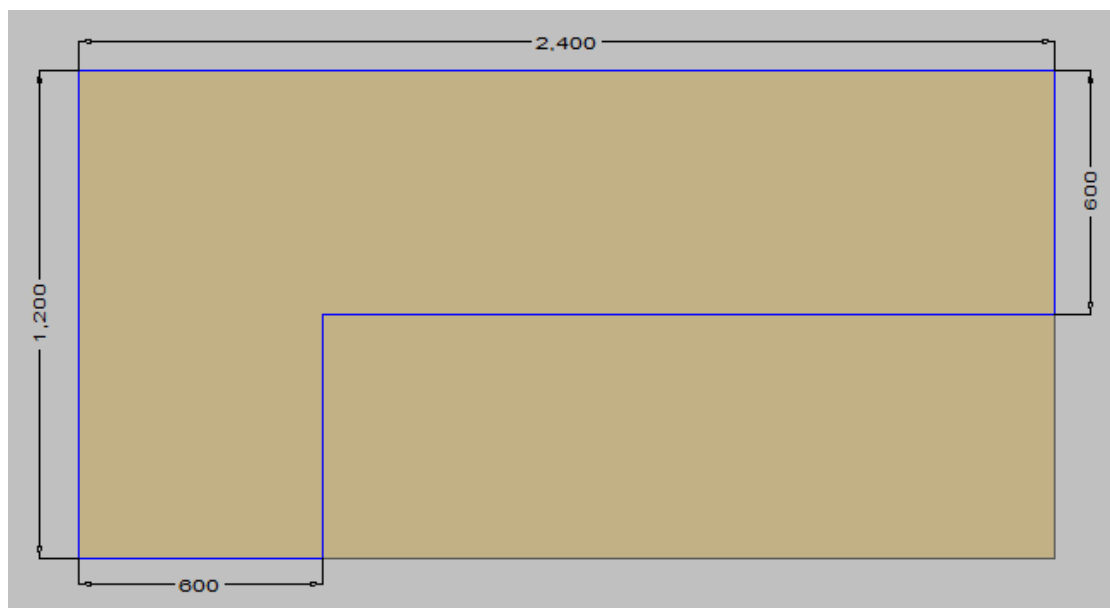


Figure 1. – Benchtop A

Draw the basic shape and complete critical sizes. Be sure to measure room/space at benchtop height – generally between 900-910mm off the floor.

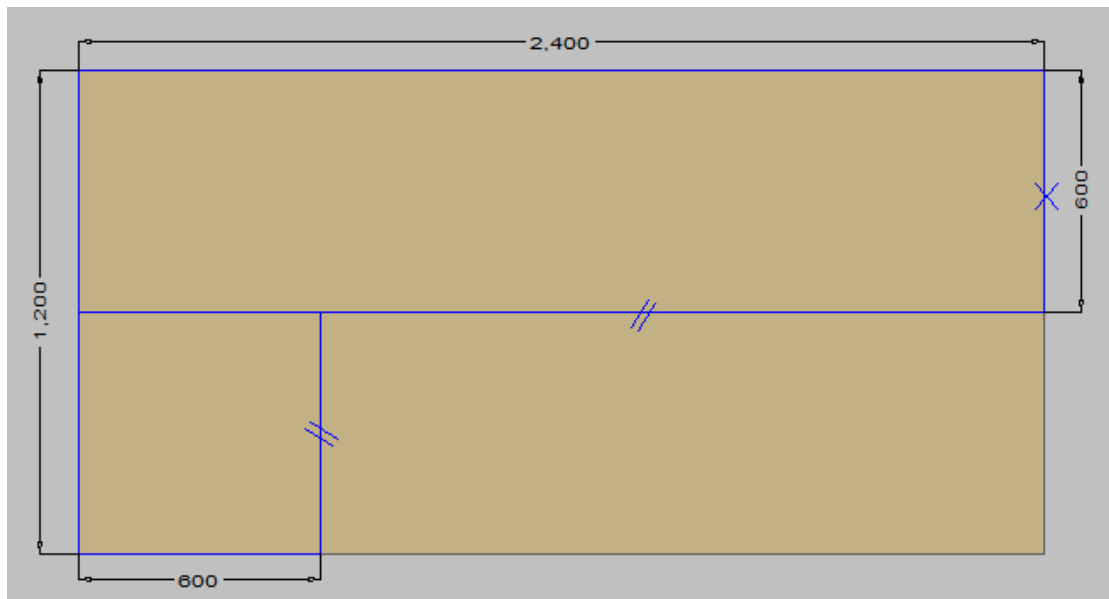


Figure 2. – Benchtop B

When ordering benchtop convert plan to order form provided and indicate where any joins may be and also what edges are to be post formed (rolled edge), laminated or left raw. Please refer to the order form for key of what symbols indicate. In this case our top is exposed on the right end, covered on the return end by either a wall or tall panel (ie. Fridge panel) and it has a join running parallel with long side.

Things to consider...

- *Order form intended for HPL tops. It can be used for stone tops though a different procedure is required for them.*
- *Benchtop thickness, colour and finish.*
- *Cut outs for sinks, stove tops and wall recesses are required to be done by installer, onsite.*

Returning to your graph paper continue with plan. We will now move on to the decorative panels. These include, end panels (gables), fillers, kick fronts and of course your doors and drawer fronts. To begin, work inward from either end of your benchtop. Consider overhang you require then allow 17mm for board thickness and draw two line that run the full depth of benchtop – as per Figure 3 - Decorative Panels.

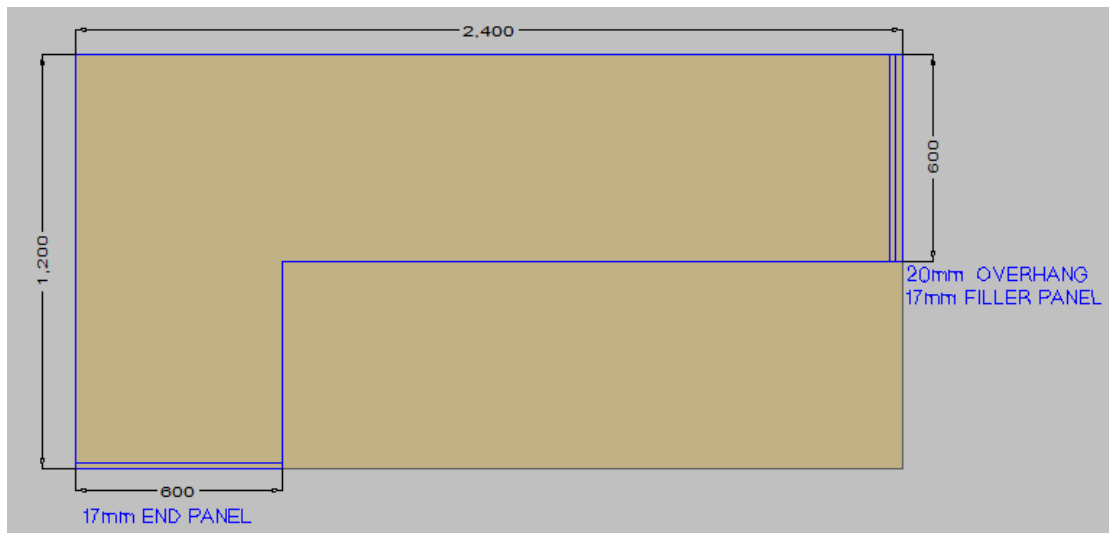


Figure 3 – Decorative Panels A

In the next drawing we have added the doors and drawer fronts by coming in 20mm from leading edge (overhang) then another 20mm for Door and Drawer Front thickness. It is 20mm because even though the board is normally 16mm thick all hinges require 3 -4mm of clearance off the front of the WHMR cabinet.

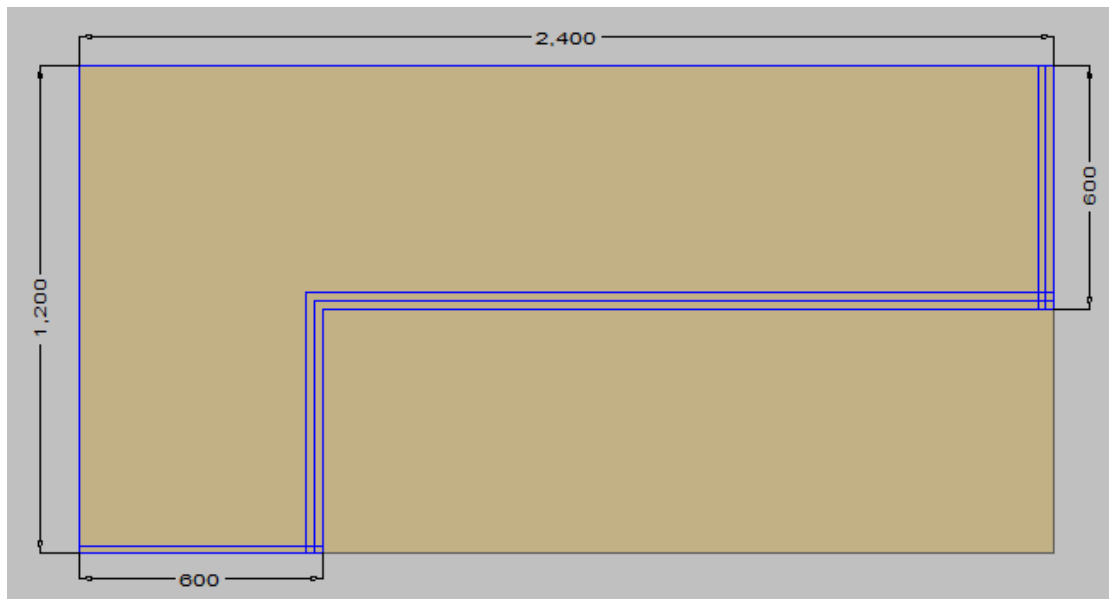


Figure 4 – Decorative Panels B

As you can see in Figure 5 we have trimmed edges to accurately show the end gable running from the front of the doors/ drawer front back to the wall. This plan also demonstrates the depth back to the wall from the front of the carcass. Our standard carcass depth is 550mm. We allow a 10mm void between the wall and the back of the WHMR carcass for easy installation.

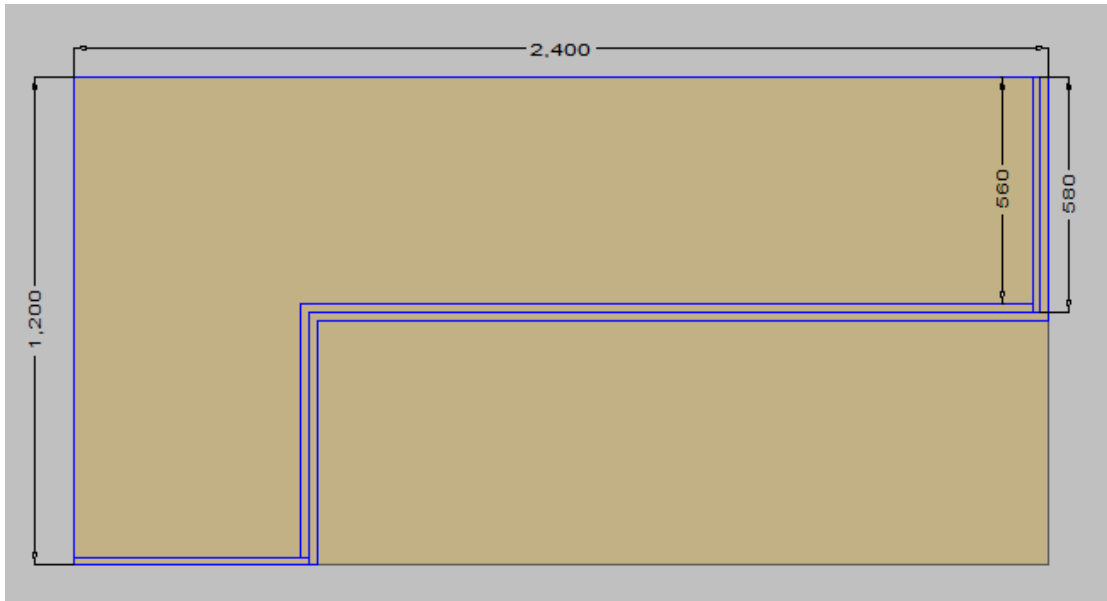


Figure 5 – Decorative Panels C

You now have a basic outline of your benchtop and the decorative panels required. The next step is to divide the space into your required cabinets. You can also give each cabinet a number and indicate door opening direction and drawer detail – as shown in Figure 6.

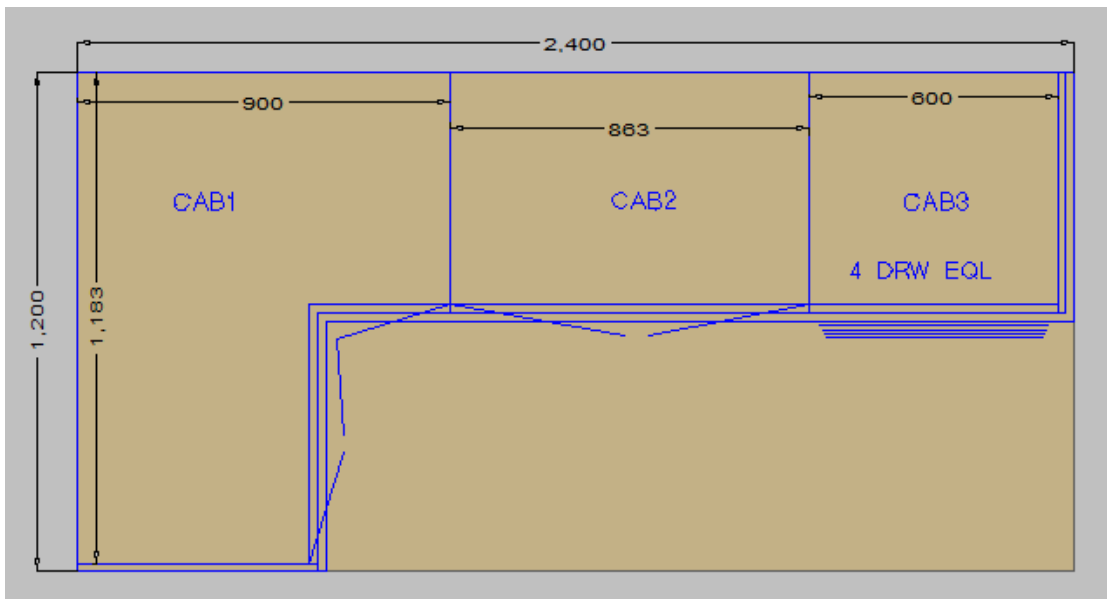


Figure 6 – WHMR Cabinets.

You have now completed the first Plan – The layout. You have all the information regarding the widths and depths of the overall project and of each individual cabinet. What we need now is heights. Figure 7 is drawn from the perspective as if you were facing the cabinets. We call it a ground elevation. As you can see it provides the opportunity to illustrate your joinery heights.

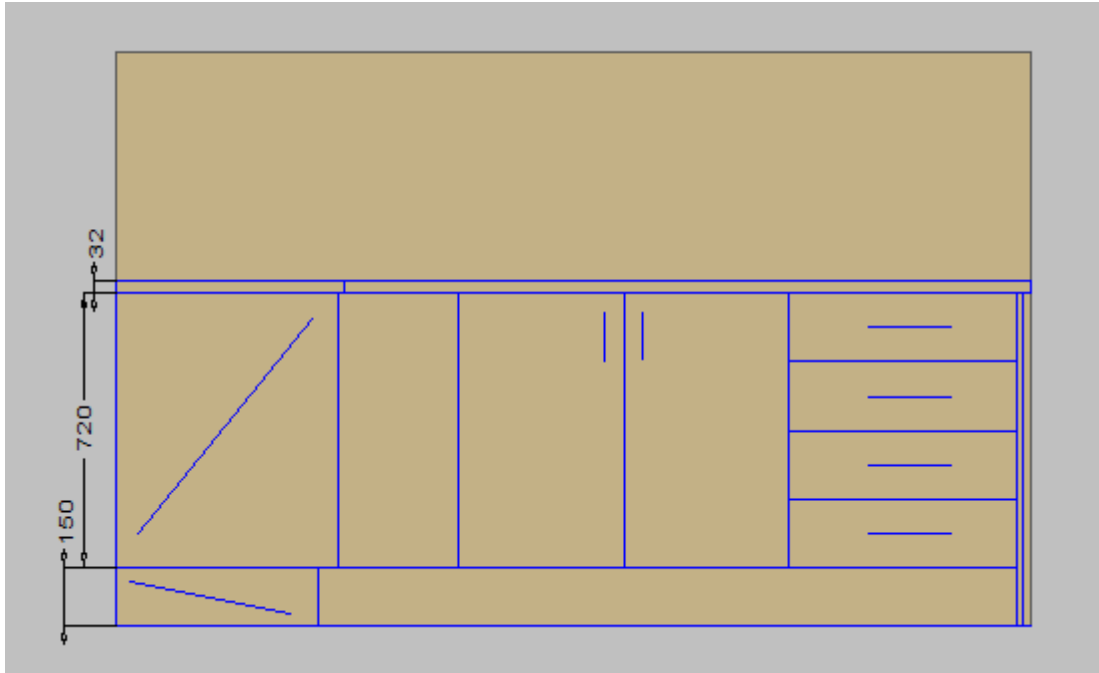


Figure 7 – Ground Elevation.

I will now walk you through the process of filling out the order forms using your newly drawn plans. We have already discussed the benchtop order form so we will start with our WHMR cabinets. Begin by filling out your contact details at the top of the page. Then in the first column write a name for cabinet 1. Is it a base unit? A wall unit? A drawer unit? A pantry unit? How many doors does it have? What is the drawer splits? (ie – 4 equal or 1 small 2 big).

So for cabinet one in the above example we would call it a 3 Door Corner Unit. Column 2 is the cabinet number - #1. Column 3, 4 and 5 are the height, width and depth respectively. Column 5 and 6 only apply to corner units as they need extra dimensions – refer to the plan at the bottom of the order form page. Ours would look like this - 720 X 890 x 1173 x 550 x 550 (note 10mm void). Cabinet 2 would be – 720 x 863 x 550. Column 7 indicates the hinge detail for each individual box. Column 8 – the shelving detail and Column 9 all other notes.

The last two columns relate to the extra products that go with the WHMR cabinets. Doors and Drawer Fronts – by writing yes in column 10 you will automatically receive the doors and drawer fronts bored ready for assembly. Please note all gaps and clearances have already been calculated for you.

The last column is for hardware. Basic hardware packs consist of hinges, drawer sides and runners, adjustable feet, shelf supports, screws, and handles. We only use top quality, reputable suppliers that provide excellent warranties. By writing yes in this box we will automatically supply and bore for all the basic hardware requirements except handles. To find out more about the hardware we supply please contact the office.

Once you have completed filling in the details for the cabinets you require to complete the ordering process for your project you simply need to order the remaining decorative panels. To do this you can use the Panels, Fillers and Kick Front Order

Form. Again fill out your contact details at the top of the page then provide the material detail, colour finish, supplier, etc. The chart is fairly straight forward. The only thing to be mind full of is the edge detail. The codes stand for; Edge 1 Long, Edge 1 Short, Edge 2 Long, Edge 2 Short respectively and this relates to what edges need a 1 or 2mm edge strip on them. There is space to put a box number or a note for the panel which will then be transferred on to the labels when it come to production providing you a clear description of what each panel is for.

That's it! If you can follow these instructions and with our support you are now ready to tackle all those joinery projects you have at home or for your investment property. Whether it be a new kitchen, bathroom, wardrobes or just some storage solutions, its custom made, quality materials and it's easy once you know how.

Obviously if you have more technical questions you can email our team at sales@shapesupplies.com.au and we'd be happy to help.

If you need assistance with your design and measure we can help you there too. Another service we offer is to have our highly qualified and experienced (over 30 years) designer make an appointment to see you. To find out more contact the office.