

**4.4.2.1. Issues to be followed in the preparation Specification**

- hesitation to take part in the technical specification provisions, so that any possibility of misunderstandings and a desire to contradict the other, must be clear and precise.
- Technical specifications of a particular brand, model, patent, origin, source or product should not be defined and should not be given a specific brand or model or feature or identification for a particular company.
- Technical specifications that define the desired material widely varying quality levels and to reduce the quality of materials must carry provisions transmitter freedom.
- Technical specification material to be prepared from expected performance, working conditions, clearly indicating the location and purpose of use of functional requests should be given; for the use of other devices if the material / element working with compatible should be included in the request.
- expressed in the technical specification number of criteria it must be given tolerances. Tolerance; "At least", "up" or "+ / -" form, it should be given are determined amounts to achieve the precision required for the feature.
- Technical specifications prepared on the subject must be signed by at least three experts.
- appropriate units of the International System of Units of Measure for measure units in the technical specifications should be used.
- Technical specifications; administrative, legal, and so on. It does not include the non-technical requests.
- It should be noted numbered features in the technical specifications of a desired material.
- The jobs that require the manufacturing or production process if there is a provision in the specifications, in case the powers and responsibilities of the inspection and acceptance committee, and intervals can be checked at certain stages

It should be noted. Accordingly search specifications or tender documents may be written examinations or inspections.

**SPECIFICATION**

<b>Order number:</b>				<b>History : ..... / ..... / .....</b>		
<b>..... FURNITURE SHOP ORDERING SPECIFICATION</b>						
The name of the Order	Piece	<u>Price (TL)</u> (TL)		Cash (TL)	<u>The remaining (TL)</u>	Delivery date
Dinner						

table                                      one hundred    400                                      40,000                                      15.000                                      25,000 ... .. / ... .. / .....

**TERMS OF ORDER**

1. Size, shape and construction techniques accompanying 1/10 definition pictures and 1/1 cross-section and as shown in the detail drawing.
  
2. Table will be used in the construction of first-class beech and linden wood, and it will be very dry.
3. Foot and registration will be done twice a polyuretane. polyurethane silk matt varnish will be applied as the final layer. Table Top (lime) but would be crude burnished.
  
4. date of delivery of the table, the price holds, calculates the cash received and the remaining amount is written up.
  
5. Business workshop will be delivered.
  
6. fans considered the modifications made in the shape of Job and supplies is essential mutual agreement.
  
7. Specification will be delivered to the job not followed.

According to the above written conditions  
I received my order.

According to the above written conditions  
I ordered.

Name                                      address                                      Signature

Name                                      Address                                      Signature

**Table 4.1 Sample Specification**

Tel:	Cap:	VB:	<b>SİPARİŞ FORMU</b>	Sipariş Teslim Tarihi : ...../...../200...
Firma Adı / Şahıs Adı			Tel	
Adresi				
V. Dairesi ve No			Fatura Edilecek Tarih	

**SİPARİŞ ÖZELLİKLERİ**

Sipariş Adı :							
Adeti :	Dış Ölçüleri :						
Gövde Özellikleri :							
Kapak Özellikleri :							
Çekmece Özellikleri :							
Aksesuar Özellikleri :							
Teslim Şekli :							
Ödeme :	<table border="1"> <tr> <td>Toplam</td> <td></td> </tr> <tr> <td>KDV %</td> <td></td> </tr> <tr> <td>Genel Toplam</td> <td></td> </tr> </table>	Toplam		KDV %		Genel Toplam	
Toplam							
KDV %							
Genel Toplam							
<p>1- Mal bedeli anlaşma şartlarına göre ..... TL peşinat ..... TL kalan tutar olarak ödenecektir.</p> <p>2- Vade farkı tahakkukuna esas olan sipariş formu tarihidir. Verilen çek ve senetlerin tarihlerinin değişik olması veya siparişin teslim tarihinin karşılıklı anlaşma ile değiştirilmesi, vade farkı tahakkukuna esas olan sipariş formu tarihidir, ilkesini ortadan kaldırmaz veyahutta ihlâl etmez.</p> <p>3- Teslim alınan nakit - çek - senet ödeme tarihleri veya senetlerin herhangi birinin ödeme tarihi, sipariş formunda yer alan ödeme tarihini aştığı takdirde aşan kısma aylık %..... vade farkı uygulanır.</p> <p>4- Karşılıksız çıkan çek veya protesto olan senetler ibraz edildiğinde nakden ödenir, ödenmeyen çeklere keşide tarihi üzerinden senetlere de ödeme tarihi üzerinden aylık %..... Vade farkı uygulanır.</p> <p>5- Düzenlenen bu sipariş formuna göre teslim tarihi aşan her gün için ..... TL. Gecikme tazminatı olarak gecikmeye sebep olan tarafca ödenmesi taraflarca uygun görülmüştür.</p> <p>6- Bu sipariş formunda bulunmayan hususlarda T.T.K. ve B.K.'nu hükümleri geçerlidir. Anlaşmazlık halinde ..... Mahkemeleri ve İcra Daireleri yetkilidir.</p> <p>7- Bu sipariş formu 2 nüsha olarak düzenlenmiş olup 1 nüshası siparişi veren 1 nüshası da siparişi alana verilmiştir.</p>							
SİPARİŞ EKİ:							

Siparişi Yören

Adı Soyadı :  
Firma Ünvanı :

Siparişi Alan

Adı Soyadı :  
Firma Ünvanı :

Photo 4.1 Order Form Example