



How To: Using the Face Frame Worksheet

We have created this excel entry form for face frames for customers wishing to purchase their face frames, doors and drawers, and drawer boxes all in one place. VCD can figure out the door sizes for you based on selections in this form. It takes the guess work out for you.

Steps on how to use this form:

Note: Many of the fields in this form are drop down boxes, arrow to pull down box is located on right side of each box

- Fill out your Customer Information
 - Time saver for future orders: enter your basic information and then save the file to your computer
- Enter your door/drawer front specifications into the second section
 - This information is only needed if VCD is going to manufacture your doors/drawer fronts
- L&R Overlay and T&B overlay are to be used **ONLY** when the job is not an inset frame
- Select frame style of either inset or overlay
- Select appropriate frame application for the frame style selected
- Select job type of frames only (VCD will only manufacture the face frames) or frames and doors (VCD will figure door/drawer/drawer box sizes and manufacture them along with the face frames)
- Select lead time of Expedite (small rush orders) or Standard (larger discount, longer lead time)
- Enter any information needed in the job comments section for the customer service representative
- Enter your drawer box specifications
 - This information is only needed if VCD is going to manufacture your drawer boxes
- Enter the hinge specifications
 - This information is only needed if VCD is going to hinge the doors and supply hinges
- Entering the face frames
 - Utilizing the VCD Face Frame Reference Booklet (PDF form), select the frame code you need
 - Enter the Width
 - Enter the Height
 - Select a hinge side
 - Even if VCD is not hinging the doors, this provides us the information on a single or pair door for an opening
 - Select a frame option
 - Standard is 1-1/2" frame. If any customized frame rails are needed, this information will be entered in the "Notes" section.
 - See Sketch should be used for extreme customized frames
 - Enter the quantity of that specific frame you need

- If VCD is manufacturing the drawer boxes, the Guides section will drop down with depths available for the drawer boxes for that specific frame
- Enter any information into the Notes section that pertains to each specific frame. See example below
- Common terminology to use in the notes section:
 - L.S. = Left Stile
 - R.S. = Right Stile
 - T.R. = Top Rail
 - B.R. = Bottom Rail
 - M.R. = Mid Rail
 - T.O. = Top Opening
 - B.O. = Bottom Opening
- If you have any edges that need to be finished on the face frame, you must note that in the field otherwise we will not finish the outside edge

K	L	M	N	O	P	Q	R	S
	Frame Code	Width	Height	Hinge	Frame	Qty	Guides	Notes
1	B	15	30	L	STD 1-1/2	2		T.O. 5" H; M.R. 2"
2	DB_3	30	30		STD 1-1/2	1		T.O. 5" H; EQ SPACE BALANCE; M.R.'S 2"
3	W	24	15	PR	STD 1-1/2	1		T.R. 2"
4	UT	36	96	PR	STD 1-1/2	1		T.O. 24"H; 2" T.R.; 1" L.S.; 3" R.S.
5								

Once the form is filled out in its entirety, save the file to your computer. We would suggest naming it by a PO or Job Name; this way you can re-access that file if need be. Once saved, this file **MUST** be emailed to your customer service representative. VCD will then create computerized sketches of your face frames. We will send these sketches as well as a price quote with the doors/drawer fronts/etc to you for approval.