



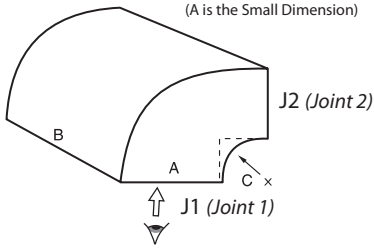
WRITER/BRANCH: \_\_\_\_\_ P.O.#: \_\_\_\_\_

CUSTOMER NAME/CO.: \_\_\_\_\_

PHONE: \_\_\_\_\_ Date: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

**1 STACK ELBOW 90°  45°**



**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

STK 90 \_\_\_\_\_ x \_\_\_\_\_ with \_\_\_\_\_ Rd Thr

**OR** \_\_\_\_\_ x \_\_\_\_\_ Sq Thr

RAD HEEL  SQ HEEL

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

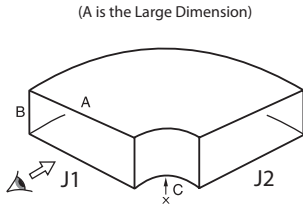
STK 90 \_\_\_\_\_ x \_\_\_\_\_ with \_\_\_\_\_ Rd Thr

**OR** \_\_\_\_\_ x \_\_\_\_\_ Sq Thr

RAD HEEL  SQ HEEL

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**2 SIDE ANGLE 90°  45°**



**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

SA 90 \_\_\_\_\_ x \_\_\_\_\_ with \_\_\_\_\_ Rd Thr

**OR** \_\_\_\_\_ x \_\_\_\_\_ Sq Thr

RAD HEEL  SQ HEEL

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

SA 90 \_\_\_\_\_ x \_\_\_\_\_ with \_\_\_\_\_ Rd Thr

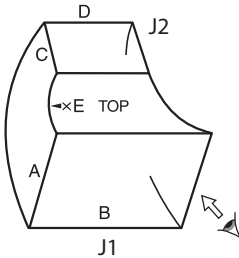
**OR** \_\_\_\_\_ x \_\_\_\_\_ Sq Thr

RAD HEEL  SQ HEEL

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

D) TURNING VANE OPTION

**3 STACK ELBOW 90°  45°  REDUCING**



**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

**Indicate:**  Turning Up  Turning Down

FRS  FLS  O/C  SQ HEEL

STK 90 \_\_\_\_\_ x \_\_\_\_\_ to \_\_\_\_\_ x \_\_\_\_\_

with \_\_\_\_\_ Rd Thr **OR** \_\_\_\_\_ x \_\_\_\_\_ Sq Thr

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

**Indicate:**  Turning Up  Turning Down

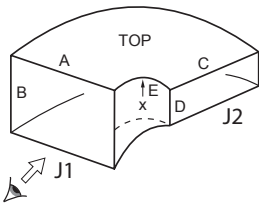
FRS  FLS  O/C  SQ HEEL

STK 90 \_\_\_\_\_ x \_\_\_\_\_ to \_\_\_\_\_ x \_\_\_\_\_

with \_\_\_\_\_ Rd Thr **OR** \_\_\_\_\_ x \_\_\_\_\_ Sq Thr

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**4 SIDE ANGLE 90°  45°  REDUCING**



**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

**Indicate:**  Turning Left  Turning Right

FOT  FOB  O/C  SQ HEEL

SA 90 \_\_\_\_\_ x \_\_\_\_\_ to \_\_\_\_\_ x \_\_\_\_\_

with \_\_\_\_\_ Rd Thr **OR** \_\_\_\_\_ x \_\_\_\_\_ Sq Thr

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

**Indicate:**  Turning Left  Turning Right

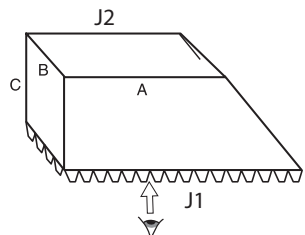
FOT  FOB  O/C  SQ HEEL

SA 90 \_\_\_\_\_ x \_\_\_\_\_ to \_\_\_\_\_ x \_\_\_\_\_

with \_\_\_\_\_ Rd Thr **OR** \_\_\_\_\_ x \_\_\_\_\_ Sq Thr

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**5 SIDE TAKE-OFF**



**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

STO \_\_\_\_\_ x \_\_\_\_\_ Long

Splitter Damper  PR Damper

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

STO \_\_\_\_\_ x \_\_\_\_\_ Long

Splitter Damper  PR Damper

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 3:** DL  1/2"  1"

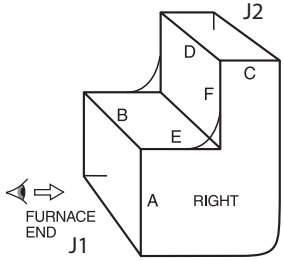
Gauge \_\_\_\_\_ Qty \_\_\_\_\_

STO \_\_\_\_\_ x \_\_\_\_\_ Long

Splitter Damper  PR Damper

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

## 6 RETURN AIR BOOT



TURNING VANE OPTION

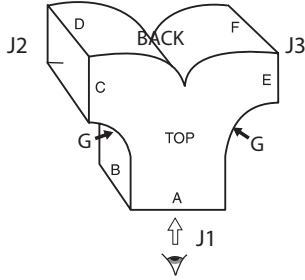
**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
 Only if B & D different:  FLS  FRS  O/C   
 RAB  $\frac{\quad}{A}$  x  $\frac{\quad}{B}$  to  $\frac{\quad}{C}$  x  $\frac{\quad}{D}$  O/C  
 with  $\frac{\quad}{E}$  x  $\frac{\quad}{F}$  Sq Thr, or \_\_\_\_\_ RD  
 RAD HEEL  SQ HEEL  
 Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
 Only if B & D different:  FLS  FRS  O/C   
 RAB  $\frac{\quad}{A}$  x  $\frac{\quad}{B}$  to  $\frac{\quad}{C}$  x  $\frac{\quad}{D}$  O/C  
 with  $\frac{\quad}{E}$  x  $\frac{\quad}{F}$  Sq Thr, or \_\_\_\_\_ RD  
 RAD HEEL  SQ HEEL  
 Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

## 7 3-WAY



EVEN BACK  UNEVEN BACK

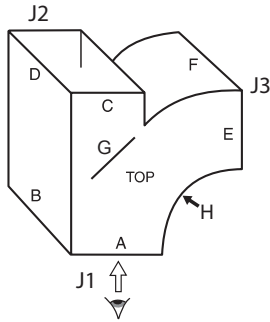
**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
**Indicate:** Only if B is different from D **OR** F:  
 FOT  FOB  O/C  
 $\frac{\quad}{A}$  x  $\frac{\quad}{B}$  to  $\frac{\quad}{C}$  Left  $\frac{\quad}{D}$  to  $\frac{\quad}{E}$  Right  $\frac{\quad}{F}$   
 with \_\_\_\_\_ Rd Thr **OR**  $\frac{\quad}{G}$  x  $\frac{\quad}{G}$  Sq Thr  
 Splitter Damper  Push Rod Damper  
 Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_ J3 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
**Indicate:** Only if B is different from D **OR** F:  
 FOT  FOB  O/C  
 $\frac{\quad}{A}$  x  $\frac{\quad}{B}$  to  $\frac{\quad}{C}$  Left  $\frac{\quad}{D}$  to  $\frac{\quad}{E}$  Right  $\frac{\quad}{F}$   
 with \_\_\_\_\_ Rd Thr **OR**  $\frac{\quad}{G}$  x  $\frac{\quad}{G}$  Sq Thr  
 Splitter Damper  Push Rod Damper  
 Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_ J3 \_\_\_\_\_

## 8 Y-BRANCH



**VARIATION 1:** DL  1/2"  1"

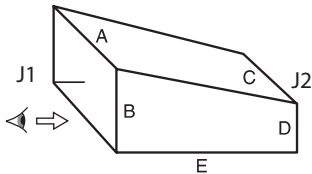
Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
**Indicate:** Only if B is different from D **OR** F:  
 FOT  FOB  O/C  
 $\frac{\quad}{A}$  x  $\frac{\quad}{B}$  to  $\frac{\quad}{C}$  Straight  $\frac{\quad}{D}$  to  $\frac{\quad}{E}$  Right  $\frac{\quad}{F}$   
 with \_\_\_\_\_ Rd Thr **OR**  $\frac{\quad}{H}$  x  $\frac{\quad}{H}$  Sq Thr  
 Splitter Damper  Push Rod Damper  
 Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_ J3 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
**Indicate:** Only if B is different from D **OR** F:  
 FOT  FOB  O/C  
 $\frac{\quad}{A}$  x  $\frac{\quad}{B}$  to  $\frac{\quad}{C}$  Straight  $\frac{\quad}{D}$  to  $\frac{\quad}{E}$  Right  $\frac{\quad}{F}$   
 with \_\_\_\_\_ Rd Thr **OR**  $\frac{\quad}{H}$  x  $\frac{\quad}{H}$  Sq Thr  
 Splitter Damper  Push Rod Damper  
 Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_ J3 \_\_\_\_\_

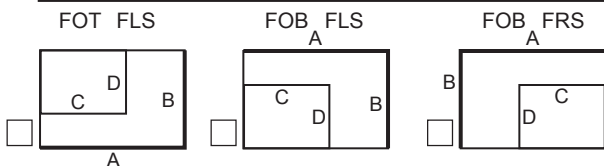
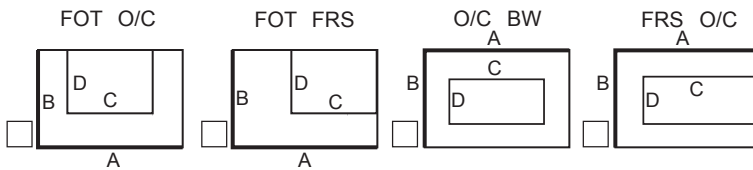
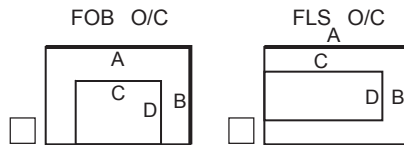
## 9 TRANSITION

DL  1/2"  1" Gauge \_\_\_\_\_ Qty \_\_\_\_\_



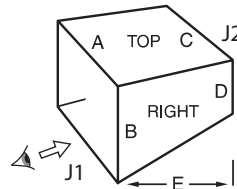
Trans  $\frac{\quad}{A}$  x  $\frac{\quad}{B}$   
 to  $\frac{\quad}{C}$  x  $\frac{\quad}{D}$ , \_\_\_\_\_ Long  
 Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

Only if B and D are different **AND** A and C are different, check one of the following: (If not, see Reducer)



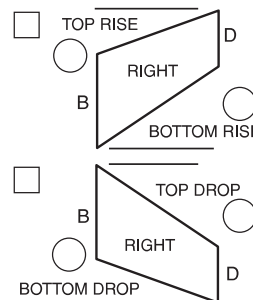
## 10 TRANSITION (OFFSET/RISING)(No Radius)

DL  1/2"  1" Qty \_\_\_\_\_



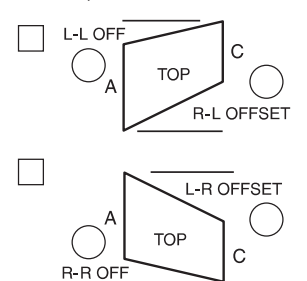
Trans  $\frac{\quad}{A}$  x  $\frac{\quad}{B}$   
 to  $\frac{\quad}{C}$  x  $\frac{\quad}{D}$ , \_\_\_\_\_ Long  
 Rise: \_\_\_\_\_ Offset: \_\_\_\_\_  
 Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**RISE** (Check One & Select Rise)



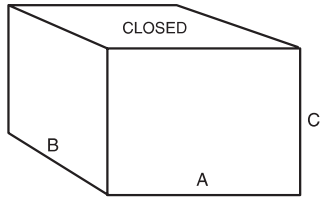
**Note:** B + Top Rise = D + Bottom Rise

**OFFSET** (Check One & Select Offset)



**Note:** A + Off = C + Off

### 11 BOX PLENUM/DRAIN PAN



METAL TYPE \_\_\_\_\_

**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
 1/2" DFO  FO  FI  RAW  S&D

\_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_ High  
 A B C

Pan Drain Option  
 Solder  1/2"  Spot Weld  
 Silicone  3/4"  Not Sealed  
 Safety Edge

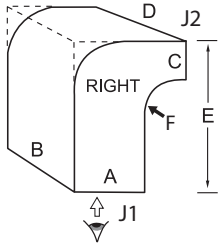
**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
 1/2" DFO  FO  FI  RAW  S&D

\_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_ High  
 A B C

Pan Drain Option  
 Solder  1/2"  Spot Weld  
 Silicone  3/4"  Not Sealed  
 Safety Edge

### 12 PLENUM ELBOW



**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
**Indicate:** Only if B and D are different:  
 FLS  FRS  O/C  Sq Heel

\_\_\_\_\_ x \_\_\_\_\_ (to \_\_\_\_\_ x \_\_\_\_\_) \_\_\_\_\_  
 A B C D E

with \_\_\_\_\_ Rd Thr **OR** \_\_\_\_\_ x \_\_\_\_\_ Sq Thr  
 F F F

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

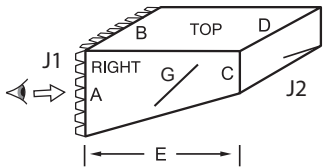
Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
**Indicate:** Only if B and D are different:  
 FLS  FRS  O/C  Sq Heel

\_\_\_\_\_ x \_\_\_\_\_ (to \_\_\_\_\_ x \_\_\_\_\_) \_\_\_\_\_  
 A B C D E

with \_\_\_\_\_ Rd Thr **OR** \_\_\_\_\_ x \_\_\_\_\_ Sq Thr  
 F F F

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

### 13 PLENUM TAKE-OFF (Flat on Top)



**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
**Indicate:** Only if B and D are different:  
 FLS  FRS  O/C

To fit which side of Plenum: \_\_\_\_\_

PTO \_\_\_\_\_ x \_\_\_\_\_ (to \_\_\_\_\_ x \_\_\_\_\_) FOT, \_\_\_\_\_ Long  
 A B C D E

PR Damper  
 Volume Damper Size \_\_\_\_\_ Location \_\_\_\_\_  
 G G

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
**Indicate:** Only if B and D are different:  
 FLS  FRS  O/C

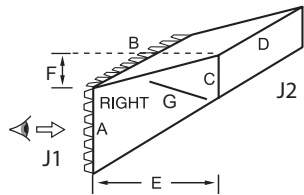
To fit which side of Plenum: \_\_\_\_\_

PTO \_\_\_\_\_ x \_\_\_\_\_ (to \_\_\_\_\_ x \_\_\_\_\_) FOT, \_\_\_\_\_ Long  
 A B C D E

PR Damper  
 Volume Damper Size \_\_\_\_\_ Location \_\_\_\_\_  
 G G

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

### 14 PLENUM TAKE-OFF (With Rise)



**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
**Indicate: Look F.L.C.** Only if B and D are different:  
 FLS  FRS  O/C

To fit which side of Plenum: \_\_\_\_\_

PTO \_\_\_\_\_ x \_\_\_\_\_ (to \_\_\_\_\_ x \_\_\_\_\_), \_\_\_\_\_, \_\_\_\_\_  
 A B C D E (long) F (rise)

PR Damper  
 Volume Damper Size \_\_\_\_\_ Location \_\_\_\_\_  
 G G

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_  
**Indicate: Look F.L.C.** Only if B and D are different:  
 FLS  FRS  O/C

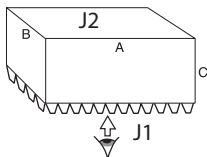
To fit which side of Plenum: \_\_\_\_\_

PTO \_\_\_\_\_ x \_\_\_\_\_ (to \_\_\_\_\_ x \_\_\_\_\_), \_\_\_\_\_, \_\_\_\_\_  
 A B C D E (long) F (rise)

PR Damper  
 Volume Damper Size \_\_\_\_\_ Location \_\_\_\_\_  
 G G

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

### 15 FISHLOCK COLLAR



**VARIATION 1:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

FLC \_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_ Long  
 A B C

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

FLC \_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_ Long  
 A B C

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

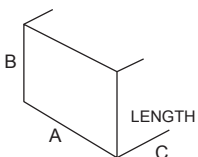
**VARIATION 3:** DL  1/2"  1"

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

FLC \_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_ Long  
 A B C

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

### 16 STRAIGHT DUCT



**VARIATION 1:** DL  1/2"  1" **VARIATION 2:** DL  1/2"  1" **VARIATION 3:** DL  1/2"  1" **VARIATION 4:** DL  1/2"  1"

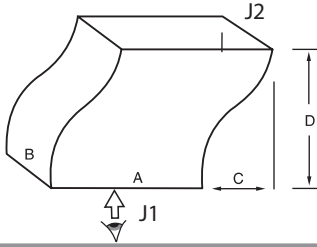
Gauge \_\_\_\_\_ Qty \_\_\_\_\_ Gauge \_\_\_\_\_ Qty \_\_\_\_\_ Gauge \_\_\_\_\_ Qty \_\_\_\_\_ Gauge \_\_\_\_\_ Qty \_\_\_\_\_

\_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_  
 Ends \_\_\_\_\_ Ends \_\_\_\_\_ Ends \_\_\_\_\_ Ends \_\_\_\_\_  
 RAW  S&D  DFO  RAW  S&D  DFO  RAW  S&D  DFO  RAW  S&D  DFO  
 FO  FI  FO  FI  FO  FI  FO  FI

Block End A \_\_\_\_\_ B \_\_\_\_\_ Block End A \_\_\_\_\_ B \_\_\_\_\_ Block End A \_\_\_\_\_ B \_\_\_\_\_ Block End A \_\_\_\_\_ B \_\_\_\_\_

## 17 OFFSET

(A is the Large Dimension)



**VARIATION 1:** DL  $\square^{1/2}$   $\square^1$ "

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

Offset \_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_  
A B C

Offset, \_\_\_\_\_ Long  
D

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  $\square^{1/2}$   $\square^1$ "

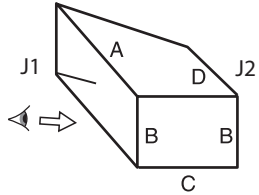
Gauge \_\_\_\_\_ Qty \_\_\_\_\_

Offset \_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_  
A B C

Offset, \_\_\_\_\_ Long  
D

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

## 18 REDUCER



**VARIATION 1:** DL  $\square^{1/2}$   $\square^1$ "

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

**Indicate:**  F1S  O/C

RED \_\_\_\_\_ x \_\_\_\_\_  
A B

to \_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_ Long  
D B C

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  $\square^{1/2}$   $\square^1$ "

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

**Indicate:**  F1S  O/C

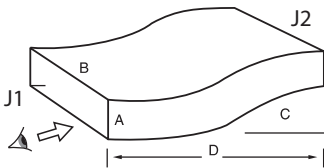
RED \_\_\_\_\_ x \_\_\_\_\_  
A B

to \_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_ Long  
D B C

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

## 19 RISER

(A is the Small Dimension)



**VARIATION 1:** DL  $\square^{1/2}$   $\square^1$ "

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

Riser \_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_ Rise,  
A B C

\_\_\_\_\_ Long  
D

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**VARIATION 2:** DL  $\square^{1/2}$   $\square^1$ "

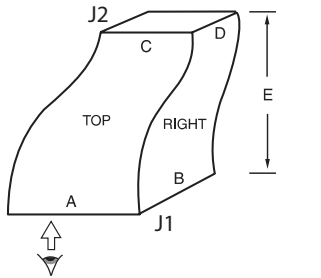
Gauge \_\_\_\_\_ Qty \_\_\_\_\_

Riser \_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_ Rise,  
A B C

\_\_\_\_\_ Long  
D

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

## 20 OFFSET/RISER - REDUCING DL $\square^{1/2}$ $\square^1$ "



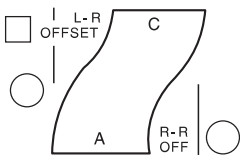
Gauge \_\_\_\_\_ Qty \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_ to \_\_\_\_\_ x \_\_\_\_\_,  
A B C D

\_\_\_\_\_ Long  
E

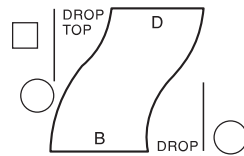
Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_

**TOP VIEW:**  
(Check One  
& Select Offset)

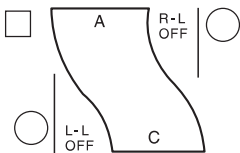


**RIGHT SIDE:**

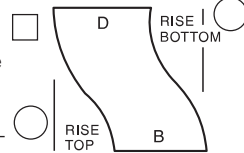
(Check One  
& Select Drop or Rise)



Indicate  
Offset Amount:



Indicate  
Drop or Rise  
Amount:



## 21 REVERSING 90°

DL  $\square^{1/2}$   $\square^1$ "

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

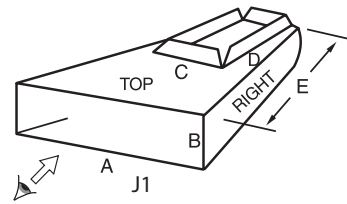
**Indicate:**  Turning Up  Turning Down

FLS  FRS  O/C

REV90 \_\_\_\_\_ x \_\_\_\_\_  
A B

to \_\_\_\_\_ x \_\_\_\_\_, \_\_\_\_\_ Long  
C D E

Ends J1 \_\_\_\_\_ J2 \_\_\_\_\_



## 22 SQUARE TO ROUND

DL  $\square^{1/2}$   $\square^1$ "

Ends J1 \_\_\_\_\_

Gauge \_\_\_\_\_ Qty \_\_\_\_\_

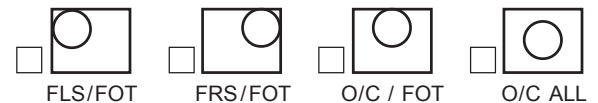
J2 \_\_\_\_\_

\_\_\_\_\_ x \_\_\_\_\_  
A B

to \_\_\_\_\_ (Round), \_\_\_\_\_ Long  
C D

Small End  Large End

**Check one:**



## GLOSSARY OF TERMS

**D** DFO ..... Double flange out  
DL ..... Duct Lining  
**F** F1S ..... Flat one side  
FLC ..... Fishlock collar  
FLS ..... Flat left side  
FOB ..... Flat on bottom  
FOT ..... Flat on top  
FRS ..... Flat right side  
FO ..... Flange out *Incl.size*

FI ..... Flange in *Incl.size*  
**J** J ..... Joint type  
**L** L ..... Long  
L - L ..... Left to left  
L - R ..... Left to right  
**O** O/C ..... On centre  
OCBW ... On centre both ways  
Off ..... Offset  
**P** PTO ..... Plenum take-off  
PRD ..... Push Rod Damper

**R** RAB ..... Return air boot  
RAW ..... Unfinished End  
Rd ..... Round  
RED ..... Reducer  
R - L ..... Right to left  
R - R ..... Right to right  
**S** S&D ..... S Cleat & Drive  
SA-45 .... Side 45° elbow  
SA-90 .... Side 90° elbow

S.Damp . Splitter damper  
STK-45 .. Stack 45° elbow  
STK-90 .. Stack 90° elbow  
STO ..... Side take-off  
Sq ..... Square  
**T** Thr ..... Throat *Incl.radius*  
Trans ..... Transition  
**V** V.Damp . Volume damper  
( $\triangleleft \Rightarrow$  Point of View)

Please send completed form to your local Don Park representative.