

Steps for Assembling A Package

1. **Cover Page:**
 - Enter Job Title (2 lines are provided if needed. Delete top line if not needed.)
 - Enter E-Way Number
 - Enter Personal Information
 - Save to a folder and print hard copy
2. **Pull Bill of Material (BOM) from E-Way:**
 - Save to a folder as E-Way # and Title of Job and then print a hard copy
3. **On the Table of Contents page, list your items you have:**
 - Switchboard
 - Panelboards
 - LV Transformers
 - EZM Metering
 - Load Centers & Load Center Circuit Breakers
 - Other items: Safety Switches, loose breakers, lighting contactors, etc.
 - Save to folder and print hard copy
4. **Compile your hard copies in the following order:**
 1. Cover Page
 2. Approval Drawing Letter (Approvals ONLY)
 3. Exceptions and Clarifications (if used)
 4. Table of Contents
 5. BOM in order of Table of Contents
 6. Schedules (if used)
 7. Literature (if required)