



COG TEMP PROCEDURES

- Glass may be dropped off as early as 8:00 am - no later than 2:30 pm.
- Glass will be ready for pick up the following day as early as 12:00 pm.
- Tempering list must be received at least 1 hour prior to arriving to drop off.
- Extra pieces brought that are not on the list will not be accepted.
- Once customer has arrived at the shop to drop off, customer must wait for office employee to open the bay door & allow them entry, customer may not enter the warehouse without office personnel present.
- When dropping off, customer must pull in all the way into the warehouse to allow the bay door to be closed while off-loading.
- Customers may only drop off glass once a day.
- When arriving to pick up, customer must notify office personnel prior to loading.

***** Please note, Brick Glass is not liable for any damages to your material while in our possession *****

Any further questions regarding our procedures, please do not hesitate to contact our office supervisor, Perla Alvarado, at 832-775-2214.

Thank you very much for your continued business & cooperation.