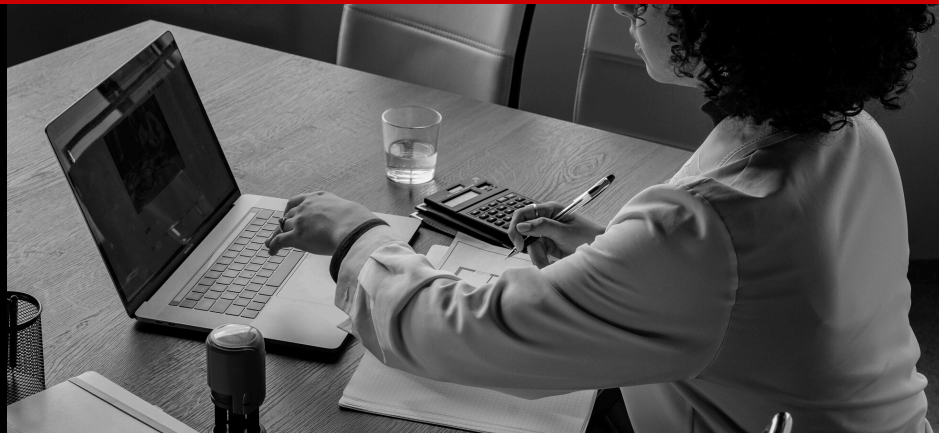


## Working Together *Our Process*



### ☐ **Initial Consultation & Project Assessment – What Is Your Vision?**

The process begins with a meeting to discuss your vision, goals, and project requirements. We'll assess the scope, timeline, and budget, and offer initial advice on design, materials, and feasibility.

### ☐ **Design, Planning & Proposal**

Once we have a clear understanding of your needs, we move to the proposal phase. We provide a project proposal with the estimated cost. The proposal, which includes the detailed scope, deliverables, and payment schedule, will be provided for your review and agreement.

### ☐ **Construction Agreement**

Upon acceptance of the project proposal and project cost, we'll provide a detailed construction agreement outlining timelines, deliverables, and payment schedules. The contract will include all terms and conditions to ensure clarity and transparency throughout the project.

### ☐ **Pre-Construction Preparation**

Before the project begins, we confirm the material selection and discuss the project schedule with our team and the client. This phase also includes any other necessary preparation work, which may consist of drawings and permitting.

### ☐ **Initial Deposit & Project Scheduling**

After we have received all signed documentation, a deposit is required at least 3 days before construction begins for residential projects and 7 – 10 days for small business projects. Once we receive it, we will schedule a start date and coordinate with the client on any final details to make sure we are aligned and ready to begin.

### ☐ **Project Kick Off – How Exciting!**

Construction begins on your project! During this phase, we'll manage the work, including any subcontractors, materials, and scheduling. You'll receive regular updates on progress and any potential changes.

### ☐ **Progress Payments**

Payments are made according to the agreed-upon schedule. Typically, these payments are split into several installments, with each one due as specific phases of the project are completed. Payment receipts will be sent for each payment made.

### ☐ **Inspections & Quality Control**

Throughout the construction process, we conduct regular inspections to ensure that all work is completed to the highest standards and in compliance with building codes. We will also schedule necessary third-party inspections as required.

☐ **Project Completion & Final Walkthrough**

Once construction is completed, we'll schedule a final walkthrough with you to ensure every aspect of the project meets your expectations. Any final adjustments or touch-ups will be made.

☐ **Final Payment & Closeout**

After the final walkthrough and approval, the final payment is due.