



S2-Customer Checklist

First Meeting

- Provide Drawings, samples, photos of what you would like
- Provide functional reasons for choosing to do project
- Provide esthetic things you would like to see incorporated
- Provide Budget
- Provide Timetable
- Provide custom samples to be matched
- Provide contact information for other contractors
- Gather and supply Appliance, electronic and peripheral Make and Model Numbers
- Make aware of any field conditions or materials to be used that are not on site at present

Acceptance of Proposal

- Sign Proposal
- Sign Contract & ST8 Tax Form
- 10% Retainer

*******Drawings Begin once ALL information is supplied*******

Pre-Construction Meeting

- Finish Sample Approved
- Accessories Approved
- Drawings Approved
- 40% Deposit

*******Fabrication timeline begins once ALL information is supplied*******

During Fabrication

- Order handle/knob hardware and all other peripherals*****
- Demolition
- Framing
- Insulation
- Electrical (Leave all fixtures on site that need to be incorporated into woodwork including electrical boxes)
- Plumbing
- Electronics (Leave all fixtures on site that need to be incorporated into woodwork including electrical boxes)
- Sheetrock
- Prime/ One coat paint
- Flooring

Ready For Install

- 40% of Product costs due if we are installing. 50% due if we are not installing
- Key or access to enter home
- Free and clear access to work area
- Provide Area INDOORS as close to work area to use for storage and Cutting/milling
- Supply handle/knobs

During Installation

- Non-wood countertop materials templated and installed
- Specialty electrical/electronics wired
- Appliance Install

Unit Installed

- Final Installation payment due plus any Extras
- Plumbing fixtures hooked up
- Electrical fixtures hooked up
- Trim work by others installed
- Electronics installed
- Glass templated and installed
- Touch up and final paint
- Wall paper/ faux finishing
- Final Cleaning
- Move in
- Pour drink, sit back and enjoy