

- \Box Receive floor plans
- □ Preliminary drawings
- $\hfill\square$ Approve layout and specifications
- \Box Send proposal
- □ Signed proposal with down payment
- \Box Gets you on the schedule as of signed proposal date
- On site rough measurements (walls framed but before electrical and plumbing is complete)
- □ On site final measurement (drywall is up)
- \Box Schedule delivery/ install
- □ Final payment upon delivery

Notes: