

Order Process

Reference the line graph below to easily see where you are in the ordering process.



Quote

Your Sales Manager takes your space design and prices it out, based on materials selected.

1

Conceptualization

This is where you describe your vision with your Sales Manager and he/she designs your space.

2

3

Sign Off

You review the quote with any changes and approve your project: sign and submit the Order Confirmation.

4

Deposit

A 50% deposit is required to begin Engineering drawings.

5

Engineering

The approved drawings get turned into engineered drawings and computer-tested for strength, stability and safety.

6

Submittals

You will receive the engineered drawings to review for sign off. These are the documents used in manufacturing.

7

Materials Ordered

Once we have received your final approval, we order materials for your project.

8

Materials Received

Receiving can take 1 to 10 weeks depending on your choices. This small step is a big variable.

9

Manufacturing

With materials in hand, we cut, drill, finish/laminate & assemble your project.

10

Final Payment

As your project is completed, we'll contact you for final payment to secure shipping.

11

Shipping Scheduled

Securing a truck can take 3 days up to 2 weeks. Quick payment secures a truck faster and gets you set shipping/receiving dates.

12

Pick-Up & Delivery

Pickup: We transfer your perfect fixtures to the shipper. At this point they're legally responsible for their safe delivery to you.

Delivery: Carrier calls 24 hours in advance of delivery. They either place fixtures inside (*Inside Delivery*), on ground (*Curbside w/ Lift Gate*), or move fixtures to the back of the truck (*Tailgate Delivery* - ideal only for those with docks).

