



## PROJECT PROCESS SHEET

- 1 REQUEST AN ESTIMATE**

Please make sure the form is filled out with all the relevant information. If your site is bit more complex, please request a site visit. We aim to respond to all estimate requests within 3 working days.
- 2 APPROVE ESTIMATE & ARRANGE SITE VISIT**

If you are happy with the estimate, please contact us to arrange a site visit. From there, one of our team will meet you on site, discuss all details and update the estimate (if required). 99.9% of the time our estimates are correct.
- 3 PAY 50% DEPOSIT**

At this point an invoice for the required 50% deposit will be produced. Once paid we can proceed to the next step.
- 4 CONFIRM PROJECT DETAILS AND DRAWINGS\***

Once the invoice has been paid a CAD drawing of the gate will be produced along with a key information sheet. We will send you an email with both documents attached, you need to answer all the relevant questions and check to make sure all the details are correct. We aim to have this information through within 5 working days of the deposit being paid.
- 5 GATE/ FENCE SENT TO MANUFACTURER**

Once signed off the product will be put into manufacturing. This process usually takes between 4-6 weeks. One of our team will be in contact during this time to confirm dates for the groundwork to be completed before the gate arrives and an expected project completion date. During this time our electrician will also be in contact to discuss the power install (if required).
- 6 CONFIRM INSTALL DATE**

Once the gate arrives at our facility, we will contact you to confirm the install date.
- 7 INSTALLATION & PRODUCT TRAINING**

Once the installation is complete our installers will train you on how to use the gates and answer any questions you may have.
- 8 FINAL SIGN OFF & INVOICE PAID**

Before we send the final invoice, our project manager will come to site and “sign off” all work to ensure it is completed to our standards and answers any questions you have. They will call ahead to arrange a suitable time.
- 9 PROJECT COMPLETE**

Enjoy your new gate! Please note it’s not uncommon for things to move or settle after the installation has taken place so if you notice any changes, please give one of the team a call.

Our standard lead times from quote acceptance to project completion are usually around 7-8 weeks. This can change during our busier times

\*Please note CAD drawings are not produced for any fences or “off the shelf” gates.