## **OUR PROVEN PROCESS**

# Interior

## Our customers never worry about being out of the loop

#### 1. Present Estimate

- Email or mail computer generated estimate.
- Present Proven Process.

## 2. Sign Agreement

• Pay 20% deposit.

ACH & Venmo No Fees Credit Cards
4% Processing Fee

- Determine paint (or stain) colors and sheen.
- Office calls to notify start date.

• Project put into schedule.

• Before we arrive, remove valuables and breakables including pictures and jewelry from walls, counter tops and inside furniture that we would need to move. Unplug & move electronics. Strip all beds. Remove nails from walls not being used anymore.

#### 3. Project Begins

- Project manager does walk through to review scope of work.
- Inform project manager where to begin and make any necessary arrangements for pets to be contained during the course of your project.
- Floors will be covered. Hardware will be removed or covered and replaced after painting. We will prepare all surfaces professionally, sanding, spackling, taping & caulking prior to painting.

### 4. Perform Scope of Work

- Customer to move ALL appliances. i.e. stove, refrigerator, washer & dryer.
- Any changes to your scope of work, a change order will be completed. Project manager will quote price or we will complete change order based on time and material.
- When work is completed, your rooms will be returned to its original condition with a thorough site cleanup.

### 5. Completion Day

- Final walk through with project manager to conduct touch-ups.
- Project manager takes pictures with customer permission.
- Send final invoice Customer pays invoice upon completion of project. 4% processing fee will be applied to credit card payments.

#### 6. Performance Review

• Customer asked for input on how we performed our Proven Process



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# **OUR PROVEN PROCESS**

## **Exterior**

## Our customers never worry about being out of the loop

## 1. Present Estimate

- Email or mail computer generated estimate.
- Present Proven Process.

### 2. Sign Agreement

• Pay 20% deposit.

ACH & Venmo No Fees Credit Cards
4% Processing Fee

- Project put into schedule.
- Determine paint (or stain) colors and sheen.
- Office calls to notify start date.
- Trim plants at least two feet away from siding or project. If you have fragile
  plants, let project manager know to take appropriate precautions and use special
  care.
- Turn off your sprinkler system for the entire time of your project.

### 3. Project Begins

- Project manager does walk through to review scope of work.
- Before we power wash, close all windows.
- Make any necessary arrangements for pets to be contained during the course of your project.

### 4. Perform Scope of Work

- Any changes to your scope of work, a change order will be completed. Project manager will quote price or we will complete change order based on time and material.
- When work is completed, we will complete a thorough site cleanup.

## 5. Completion Day

- Final walk through with project manager to conduct touch ups.
- Project manager takes pictures with customer permission.
- Send final invoice Customer pays invoice upon completion of project.

#### 6. Performance Review

• Customer asked for input on how we performed our Proven Process.

