







## Design Approval and Final Selections

The hard work by you and our design team comes together into a well-defined project. Now that decisions regarding materials and products have been finalized, we bring in our trade specialists and other members of the production team, to put firm numbers to the project. We may ask you to authorize a letter of intent and provide financing methods so we can hold your schedule slot and begin ordering any “long-lead” such as the lumber package.



## Construction Agreement

Our estimating team determines exactly what your investment will be, and we draw up a fixed-price agreement. If your design choices are consistent with the finish level we have been working toward, this figure will be in line with the feedback we have given you. Once the Construction Agreement is signed, we will collect an initial payment or have an escrow account in place with funds, review when progress payments are scheduled, and discuss the project completion procedure.



## Scheduling

Through our portal, we will provide a detail schedule showing all trades involved in your project. From excavation to the final cleaning, our detail schedules provide a road map of your project.



## Pre-Construction Conference

Our Design Coordinator, Production Manager, and superintendent meet with you at your home to talk through details as needed. We'll let you know what to expect – work hours, sequence of tasks, particularly disruptive times, and the like. We will choose a location for the portable toilet, key box, job sign, and security alarm, and schedule a regular time for you and our project manager to meet and discuss your project.



## Construction Underway

Our crews and trade contractors are not only reputable, but you'll also find them personable and helpful. Respecting your property and minimizing disruption are constant guidelines, as is regular communication with you. When decisions are needed from you, or unforeseen conditions are encountered, these will be brought up at your weekly meeting with the PM unless immediate action is required. If these situations affect your budget, you will get a potential change order (PCO) detailing the credit or cost.



## Completion

We work hard to finish all aspects of your project before you move back in or begin to use the space. There are circumstances, however, that may require a "completion list" or "Punchlist". We will compile this list together and assign a value to the remaining tasks. Aside from this small "retainage," final payment will be made so you can begin using your remodeled space while we finish the items on the list. When the list is completed, we will collect the final payment.



## Follow-up

Enjoy your newly remodeled space and tell your friends all about your great experience with ETI Construction. An "exit interview" will be scheduled so that you can let us know if we can improve our service in any way. Finally, before a year is up, we will contact you to see if there are any warranty issues that may need our attention.

