



## Pre-Project Checklist

**Bidding set:** We can give estimates on cost, based on simple sketches or verbal descriptions. Once plans are received our estimates are revised and turned into a firm fixed price assuming no change orders are required.

All of our models are built as a team effort between you, your sales staff, your designers, and ourselves. This Section will help your designer to know what information we need to successfully build your model.

**Plans** - the minimum information we need to build your model include:

- Floor plans - All levels are needed unless exactly identical.
- Elevations - All sides of all buildings are needed for any detailed model. Hidden walls and returns must be drawn out flat.
- Roof Plan - An accurate roof plan is needed as roofs are often built separately from the rest of the model and will have to fit together after both are assembled.
- Site Plan - This must include topo lines, roads, landscaping (often a separate plan), and footprints of all buildings.
- Details - All elements that are not shown on the above plans will need to be drawn as detail sheets. This may include paver patterns, railing details, site features (sculptures or fountains) pool or hot tub features. Keep in mind that we need to see it in order to build it.
- Colors - We custom mix all of our colors to your specifications therefore all color samples must be provided to us in the form of an actual color chip or sample board. We cannot accept any color samples over the web nor can we trust manufacturers' websites to accurately represent colors. The color chips must also be accompanied by elevations that show all of the color locations. Approved photographs of colors can also be submitted as long as they are signed by the approving party.
- 3D files - Our 3D printer reads .STL files that must be made as a solid object with dimensional shapes in order to be built accurately.

### Change orders:

We understand the changes are a necessary part of the design process so our policy on change orders is simple: If we haven't worked on the portion of the model that is changed, there will be no charge for the change (assuming the scope of work stays essentially the same). If we have built the section of the model being changed the client will be contacted immediately. Changes can either be charged at an hourly rate or a bid may need to be written. Either way the client will be aware of and approve all changes to the model before we will proceed with those changes.