

Business Process Workflow

Quoting

Design

Procurement

Quote Form Request Submitted by Dealer
Includes any supporting documentation for unique systems

VP emails quote back to Dealer. Will include any specific clarifications based on uniqueness of system

Accepted quote proposal form signed and emailed back to VP. Dealer includes acceptance or rejection of any options and notes any changes needed to original quote.

VP generates shop drawings and emails preliminary shop drawings with a deposit invoice. VP will note any specific items to draw attention to, such as installation of a Weathertrak sill.

Dealer notifies VP of any changes or corrections.

VP updates drawings and sends electronically via email until dealer is satisfied the drawings meet the needs of the project.

Dealer approves drawings electronically via email or scanned sign off drawings and sends **50% deposit payment.**

VP mails 3 full size final GREEN drawings & the contract for final sign off (1), use in construction (1) & customer records (1).

VP releases Manufacturer panel order and provide Order Acknowledgement with Forecasted Shipping week.

Dealer signs and returns 1 copy of full size greens for use in fabrication & the signed contract. **Dealer reviews & communicates forecast with their customer**

Manufacturer delivers panels & VP completes fabrication. 2nd installment invoice sent approx. 2 weeks prior to shipment for 40%.

Dealer pays 40% invoice.

VP ships system via LTL carrier

Dealer accepts & installs system

Closeout **VP bills final 10% + shipping.**
Dealer pays upon receipt of final invoice.

NOTES

GREEN BOX Action by Dealer

BLUE BOX Action by Vista Pointe

