

## Getting Started with TPG Cabinetmakers

At our first meeting we will discuss:

- The nature of your project (materials, finish, color, style, time line and budget)

Samples you wish to match, magazine clippings and an equipment/appliance list are useful. We will take measurements of the area where the cabinetry will be installed and discuss the design using the information you provide. We may make some simple sketches to confirm the elements of the design. When you are comfortable that your ideas are reflected in this initial design, we will have the information necessary to provide you with a “ballpark” estimate.

When you are comfortable with the estimate, we can proceed to:

- refining the design
- providing you with drawings
- providing you a firm price for the project

At this time a retainer/design fee based on the estimated time to complete the design and associated drawings will be required. Having completed drawings for the project gives us the information that we need to provide you with a firm price. Paying this retainer also guarantees your project the next available place in our schedule. That is first come first served based upon the retainers having been received. The amount of the retainer/design fee would be deducted from the total cost of the project. In most cases this fee is non-refundable. If for any reason construction does not commence, this fee might be forfeited.

Once the design is finalized and the drawings approved, we will enter into a contract to complete the project. The contract will outline the scope of the project, the time line, the terms for payment and the rights and responsibilities of the client and the builder.

The amount of payments will be determined based on the scope and time line of the project. Typically a deposit of 40% to 50%, one or two progress draws (depending on the time line) and then a final payment at the time of installation makes up the payment schedule. All payments are due upon receipt.