

Milestones for MEM Production - Project Manager

Milestone	Purchaser	MEM	Others	Remarks	Date Completed	
Pre-Purchase	Request Fast Track Numbers	●		Call for assistance or fill-out the form on line. We will help with analysis and provide resources.		
	Supply Fast Track Numbers		●	Takes 24 hours or less. Often immediate numbers can be provided over the phone by our helpful team.		
	Request Formal Quote	●		An email or phone call can get the ball rolling.		
	Supply Formal Quote		●	Takes a couple of days depending on the complexity.		
	Sign the Formal Quote/Make Changes	●	●	Going back and forth is common. The sooner we have a signed quote the faster the project gets going.		
Purchase/Production	\$7500 To Start Drawings	●				
	Drawings Begin		●	Based upon the signed formal quote, drawings begin. Changes, can still be made but will slow the process.		
	Sign the Drawings.	●		Drawings are complete. Sign and return them with any changes along with fully executed submittal.		
	Supply Us With Delivery Date or Best Estimate	●		We know construction and delays but an estimate is needed to place your project in line with production.		
	Production Begins - 30% Due*	●	●	Please make payment as soon as possible. This will allow us to schedule your production.		
	Your Production is Complete - 30% Due*	●	●	You will be invoiced 30% for production completion. Payment must be received prior to delivery.		
Set and Start Up	Coordinate the Crane	●	●	The crane is under the scope of the GC. This is the time to make sure it has been scheduled prior to delivery.		
	The Elevator is Delivered & Set		●	●	We will assist with the delivery and placement. The elevator contractor will also be on-site.	
	The 30% Due*	●	●	You will receive a final invoice for 30%. Please make payment as agreed upon.		
	Elevator is Started Up			●	The elevator contractor will start the elevator up and get it running. We coordinate and support as needed.	
	Inspection is Conducted			●	The elevator contractor set up the final inspection. We will assist and support as needed.	
	Final 10%* - Thank You	●	●		Congratulations and thank you. In a few weeks you will receive a confidential survey.	

*Contracts may vary.