

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 | \$10,000 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.