



## STEPS TO GETTING A DELIVERY DATE

-When The Project Is Designed By Woodland-

- Step 1 (Customer) Fill out our [Pre Quote Cabinetry Form](#) which will help us confirm the following information. You can upload any relevant images/plans in the portal at the end of the form or by emailing them to [cabinetry@woodlandfurniture.com](mailto:cabinetry@woodlandfurniture.com)
- Cabinetry allotment/ budget
  - Time frame
  - Scope of project
  - Project specifications-design direction
  - Location
  - Appliance Specs
  - Sink Specs
  - Finish Selections
- Step 2 (Woodland) Based on this project information, we will provide you one initial quote\*. The more information you provide, the more accurate the quote will be. You can view our standard options with specs that we will be quoting in our [Cabinetry Catalog PDF](#). Those options (doors, moldings, finishes) can also be viewed on our [Classic Cabinetry Options page](#) on our website.
- Step 3 (Customer) Once the quote is approved, a non-refundable design deposit of 10% is required, along with your signature on a **letter of intent** that we will send to you.
- Step 4 (Woodland) After the design deposit is received, we will contact you to firm up finish selections so samples can be made and we can coordinate the field measure. One standard finish sample will be provided per room. Custom-match finish sample strike-offs can be requested at an additional cost which will be based on wood species and process. Indecision in selecting a finish will delay getting a date.
- We will either schedule someone from Woodland to do a field measure (local projects) or ask you to provide dimensions/specifications from your own field measure. Woodland also offers a field measure service for non-local projects at an additional cost.
- \*Woodland is not responsible for claims due to inaccurate measurements provided to us outside of field measures done by our team.
- Step 5 (Woodland) Using this specific information, we will provide 3D rendered 'approval drawings' of your cabinetry to fit the current project space.
- Step 6 (Customer) You will either approve & sign, or redline & reject these approval drawings. Redlined or rejected drawings return to our drawing queue to be updated according to the noted changes and resubmitted to you within an approximate 2 week time frame. Large projects may take longer. One redlined revision per room will be provided. Further revisions may be commissioned at an hourly rate of \$175 per hour.
- Step 7 (Woodland) Once approval drawings and finish selections have been approved and signed, a final quote, or project total, will be sent to you, including any change orders\*\* made per your requests throughout the approval process. Numbered drawings and corresponding parts list will be provided.
- Step 8 (Customer) Review your drawings and confirm all measurements and dimensions are correct. Changes made during the approval process may have increased the project total. In these cases, a pre-production deposit to bring total paid up to 50% will be applied to the project.

Once the drawings are approved, finish samples are signed, and a second payment has been received, we will provide your DELIVERY/SHIPPING date \*\*\*.

## STEPS TO GETTING A DELIVERY DATE

### -When The Project Is Designed By You, Using Our Catalog-

- Step 1 (Customer) Send us your 2020 file (.kit) OR a list of cabinet components that you'd like to order. Also provide any extra information that you feel we will need to execute your project.
- Step 2 (Woodland) Based on the current project information, we will provide you a quote\*.
- Step 3 (Customer) Once you review the estimate and approve it, a 50% pre-production deposit is required.
- Step 4 (Woodland) After deposit is received, we will schedule your project in production and provide your DELIVERY/SHIPPING DATE. The final 50% payment for your project will be invoiced approximately 4 weeks prior to your ship/delivery date.
- Step 5 (Woodland) Woodland will ship on that date only if payment in full has been received.

#### PLEASE NOTE:

- \* Quotes are valid for 30 days. For design phases that take longer than 30 days, the quote will need to be reviewed and updated to match current material and shipping costs.
- \*\* Changes requested throughout the approval process or after a project delivers are called 'change orders' and will need to be signed for approval to avoid delays. Change orders that need to be rushed during the installation of a project, will be charged a rush processing fee. Though changes are common during the approval process, excessive changes to design, floor plans, and project specifications will delay delivery and increase costs.
- \*\*\* A 50% payment will be invoiced within 4 weeks prior of your ship/delivery date and due before your order ships.

Terms of payment may change based on scope and duration of project

