

# Order Process

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**1) Fill Out 100 Year Window Project Form**

- a. Name
- b. Email
- c. Phone Number
- d. Relationship to project (Homeowner, designer, architect, builder/contractor, other)
- e. Job location
- f. Budget
- g. Anticipated Start Date
- h. Anticipated Completion Date
- i. Project type (Commercial, residential)
- j. Job type (New Construction, replacing replacement windows, replacing historic windows)

**2)** A Hull employee will reach out if they have any other questions about the information provided. This information will be used to generate a proposal. Acceptance of this proposal will result in an invoice for 50% deposit but depends on size and nature of project.

**3)** Shop drawings will be generated after deposit has been received. A quote includes the initial draft of shop drawings plus one (1) revision submittal. Additional revision submittals will be billed at a rate of \$100.00 per hour.

**4)** Upon our receipt of your shop drawing approval, Hull will schedule production and submit to you an estimated completion date. Large projects will require an additional progress payment midway between the production sequence and the scheduled delivery. The final balance will be due upon completion.