



SHOP DRAWINGS PACKAGE

We are excited to start production of your order; however, we cannot begin until this package is acknowledged and completed:

There is one CAD drawing per opening type. **Review all dimensions against your plans.**
Be certain the dimensions and installation type are appropriate for the conditions.

Initial_____

If a drawing requires changes, do not sign the drawing. Redline the desired alterations and return to Amighini.
Now is the time to ask questions! Help us to help you get it right.

Initial_____

All door and window hardware have specific dimensions and requirements.
Hardware choices must be finalized prior to the commencement of the final preparations for production.
Delay in the hardware choice will prevent us from finalizing the drawings for production.

Initial_____

When every drawing is precise and correct, sign and date each drawing along with this CAD Package Cover Page and return it all to Amighini. **The entire CAD Package must be approved and signed** in order to be placed in the production queue. Production cannot begin until all units of the CAD Package are approved and signed-off.

Initial_____

After signing the CAD Package, ANY change on any single unit may stop production of the entire order.
The entire project may be removed from the production queue- see **NOTE** below.

Initial_____

Upon CAD Package signature & approval, project materials are procured, including specific glass units.
After signature, any changes are likely to affect the delivery schedule and cost.

Initial_____

DISCLAIMERS

- Recessed track systems and bi-fold systems are NOT warranted against air, dust or water infiltration. Wood floors near these systems void warranty.
- Amighini is not responsible for water weeping into the flooring. It is the responsibility of the contractor to waterproof any Amighini door, window or track system.
- Ensure the headers are calculated and constructed to support the live load weight. Max Deflection = Length of the Header / 720 or 1/4" - whichever is less.

Initial_____

Initial_____

Initial_____

Items NOT included:

- Pocket enclosure(s) if required, interior and exterior trim, perimeter flashing, caulking, sill pan, sealant, backer-rod, fasteners, installation, hoisting and distribution.

Initial_____

NOTE:

If a change has to be made after the CAD Package is approved and signed-off, contact your representative immediately. He or she will submit a Change Request to the Engineering and Production departments and they will determine: 1) Feasibility, 2) What is the cost impact, and 3) what is the impact on delivery time. The production schedule for your project involves the entire order. Production cannot proceed until every unit is approved and finalized. Any change on any single unit may stop production for the entire project. Changes or additions made after initial sign-off may require a completely new project contract and independent delivery schedule. Purchaser is responsible for reconciling this drawing with the project specifications.

Initial_____



SHOP DRAWINGS.

Window & door shop drawings include one (1) Draft set, (1) original submittal ("First Submittal"), and one (1) revision submittal ("Second Submittal"). Additional revisions (beyond normal errors not picked up in (first) 1st submission) are based on \$225.00 per hour.

APPROVAL:

Approval process entails receipt of 15% (non-refundable) deposit payment & signing all initial order documents to begin shop drawing phase; receipt of any production and/or install progress payments & approval of all changes, if any, to shop drawings to place order in production; review and signing of FINAL set of shop drawings and FINAL full contract to confirm date of order; and receipt of any material and/or installation payments to be made in accordance with the schedule below as well. Change orders (administration fee of \$125 is added to each change order request) must be submitted in writing and will be put into effect upon signature of official change order documents. By signing this order and all pages of the quote, the customer is fully liable for the full amount of the order as everything is made custom and cannot be returned. Customer must pay within their terms listed on their invoice and must be within their credit limit at all times (if applicable). Any late payments are subject to a finance charge of 12% per annum. If service is required or any damage has occurred during shipping, the balance must be paid under normal credit terms, and Architectural Inc. will handle the service under their normal service parameters. All finance charges will be enforced regardless of the circumstances if not paid within the terms outlined and agreed to. Order will not be released into production until all paperwork has been signed and deposits received.

DELIVERY PROCEDURE:

Customer, or authorized representative, must take goods when they are ready to be delivered, as Architectural Inc. will not store merchandise for any period of time. If Customer is requesting a jobsite delivery and the customer is not ready, it is the responsibility of the customer to arrange for on-site storage at their own expense. All deliveries are to be unloaded by authorized personnel (whether by installer or client). All unloading equipment is to be supplied by the customer or authorized representatives of the customer. The site must be cleaned and ready to receive a 53-foot truck and trailer. If the truck arrives onsite and is not able to offload in a timely manner, an additional fee will be imposed for truck time and labor. Two (2) free hours are allotted for offload, time after that is billed out at \$375.00 per hour. The truck must be able to get within close proximity to the home/building where units are to be stored. The area where units and/or crates will be stored must be cleared and kept clean and secure from the elements and persons without authorized access. Additionally, the safety and security of the storage area during non-working hours is the responsibility of the customer.

RECEIVING YOUR ORDER:

An Amighini's representative (if applicable) will provide you with a Bill of Lading that contains a description of the items in your order. Please check that you have received everything on the receipt and inspect products for accuracy and damage. If everything is correct and present, sign and date the Bill of Lading. This tells us that you have received your order, and that everything is correct, undamaged and accounted for. We are not responsible for any missing or damaged items unless it is indicated at the time of delivery on the Bill of Lading and confirmed with the representative. The customer, or an authorized representative, must sign for the delivery. It is the responsibility of the customer to provide lifting equipment to move the units and/or crate.

PRINT NAME _____ SIGNATURE _____ DATE _____