

# CACTUS CONSTRUCTION & REMODELING LLC

~ Procedures needed when requesting an estimate~

## **Step 1 Initial order form :**

- Fax over an original request form with the following information
  - Designer name & number
  - Job location w/ major crossroads
  - Job description

(This is the basic information we need to give you a bid so you can get an estimate to your Customer.)

- Upon receiving fax/e-mail we will schedule for an onsite review w/ one of our Superintendents.

This is to verify all measurements & make sure they fall with-in correct set backs and follow the particular city's requirements etc..

Also to confirm the design requested can be built correctly at that particular job site.

*(It is not necessary for your superintendent/designer or homeowner to be present unless that is preferred )*

- After our Superintendent reviews the job site a proposal will be faxed over for your review.

## **Step 2 Order Form:**

*(Once you have a contract with a homeowner)*

Fax or e-mail a **completed** "Cactus Construction Order Form" along with our **signed proposal and/or P.O.**

**Note:** No part of job will be initiated until we receive a completed order form, signed proposal and/or PO and signed permit/H.O.A. waiver if necessary.

*\*If the designer needs assistance with a design for the homeowners (ie colors, design ideas) please call our office to schedule an appointment with a Superintendent. ☺*

## **On permits:**

- We need a readable site plan (see attached example)
- We will need your **city license #** for the job site's city so we may apply for the permit under your company's name. If we apply for the permit under Cactus Construction, a charge for taxes will apply.
- Permit runs are made twice a week, so please plan accordingly.

