

## APPROVAL TO BEGIN SHOP DRAWINGS

<b>Dealer/Customer:</b>		<b>Quote #:</b>	
<b>Signature:</b>		<b>Date:</b>	

If you are ready to begin shop drawings, you do not need to sign your proposal at this time. The final price for your order may change based on the final approved shop drawings. Starting with the first revision set (REV01), you will receive an updated proposal with each revision set of drawings. We will require you to sign the final proposal that matches your approved shop drawings.

Otiima will not begin shop drawings until we receive the initial 25% deposit. Please contact us if you require a deposit invoice. The pricing in your proposal includes three (3) shop drawing sets:

- Initial draft set – “REV0”
- One revision set – “REV01”
- Final production set – “REV02”

Each revision set after REV02 will be charged to the customer at the following rates. This cost will be added to the end of the most current proposal:

- Minimum \$500 per revision set with up to 25 openings
- Revision set with more than 25 openings will be charged \$20 per opening.

Our shop drawings do not include your project’s unique background construction or elements. Our shop drawings include basic finish backgrounds around each opening with key dimensions to assist your review and approval of the drawings. If customized shop drawings (project specific architectural backgrounds) are required, we will provide you an estimate to include these based on the following rates:

- Drafting Manager Rate: \$125 / hour
- Drafting Associate Rate: \$90 / hour

For more details, please refer to the Warranty, Terms & Conditions included with your proposal.

Send this signed page to [Sales@otiimausa.com](mailto:Sales@otiimausa.com) to begin our shop drawing process.