

Purpose: This document is a primer for what fees to charge (and when) and the proper codes to input into Quickbooks as we walk our clients through the project design process.

Design Fees & Codes

Design Fee | Varies

This code is used for all custom designs. Custom needs and cost will be determined by Dave or Rachel following the initial in-house custom product meeting. The *Design Fee* is fully refundable toward the purchase of the specific project.

Revision Charge | \$100

This code is used for customers who need more than the complimentary 3 CAD designs. This fee covers an additional 3 designs. If the customer needs additional designs, this fee is charged again. The *Revision Charge* is fully refundable toward the purchase of the specific project.

Notes:

- Different design options on the same project count toward the revision total
- At the discretion of a manager, the *Revision Charge* can be waived for a 4th drawing only

Priority Design | \$100

This fee guarantees design completion within 24 hours (1 full business day). The clock starts the following business day from order received unless otherwise approved by a manager. *Priority Design* fees can be collected for custom jobs as well, guaranteeing a 5-business day turnaround. *Priority Design* fees are not refundable.

Additional QB Codes

2D Drawing: Used to notate our standard, 2D drawing was ordered

3D Drawing: Used to notate our premium 3D Drawing service. This is coming soon (fees and or conditions will apply).

Design Revision: Used to notate each revision; design department tracks

Sales Revision: Used for sales/dealer rep to revise an estimate originally created by the design department. This helps us track how many items require revisions after design is completed.

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