



Mark Evans Cabinet Company, Inc  
126 Dundee Drive  
Milledgeville, GA 31061

Thank you for giving us an opportunity to be a part of your project! Please take a moment to review the information within this document. It will answer most of your questions about the basics of the design process, production schedule, financial aspect, and our installation process. Please refer to our website for our history, details of services, and links to hardware, etc.

**Our project process:**

1. Request an estimate-once you contact us, we will assign a project manager and schedule an initial meeting to discuss your project. The project manager will be your point of contact from the beginning of the project to the completion of the project. This can be done over phone/email or in person, which will be determined by your project. A general timeline will be discussed to make sure we will be able to meet your timing expectations before the estimate is prepared.
2. Once the estimate is prepared, we email from our QuickBooks program to the email you provide for us.
3. If you approve the current estimate, we request a \$500.00 design retainer. We will design your project in our cabinet software in 2D and 3D.
4. We will email you the design, or we will meet in person-depending on your preference to make any changes and receive a final approval.
5. We make any estimate modifications, if needed, and once the final price, and final drawings are approved, we request a 50% deposit. This deposit places your project in line with our project que.

## **Estimate**

Our estimates are emailed from our QuickBooks program. Your estimate is prepared by your project manager and your estimate is based on verbal description, floor plans, or we go on site and measure. We determine how to prepare the estimate depending on the scope of your project.

## **Design Retainer**

If you agree to your estimate and are ready to move to the design phase, we request a \$500 design retainer. This amount is credited back to you once you place your cabinet order.

## **Design process**

We will design your project according to your requests. Feel free to provide pictures from Pinterest, etc. of inspirations for your project. We consider what will work best functionally with the space and design it according to your wants and needs. If appliances are a part of your project, we will need your exact appliance specs to incorporate into your drawings. The design process can take 103 weeks, depending on the scope of your project. Please start this process with this time period in mind.

## **Approval of final design**

We try to leave no room for error. Our drawings are exact and since our production, orders, etc. are based on the drawings, we make sure these are 100% accurate before we begin production. Your role in this process is to double check to make sure the appliances are exact to what you are using in your project. Also, please make sure the drawings are exactly as to how you want your project to look. If you want to change anything about your project, this is the time to do so. If changes are requested later, it could affect your installation date and pricing.

## **Final Order**

After final approval of design, we will discuss an accurate timeline of when to expect installation.

## **Installation**

We typically do not install until HVAC is operational, and most other subcontractors should be near completion. In some installations, plumbing and electrical will need to be hooked up. We only handle cabinet work aspect; we cannot perform any plumbing or electrical. If floors are site finished wood, the final topcoat of varnish may be applied after cabinet installation.

## **Counter Tops**

We offer Quartz, Granite, Marble, laminate and wood tops.