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SUBMITTAL REQUIREMENTS

Frameworks provides a submittal package upon customer request free of charge. In order to continue and be more efficient, we have set requirements.

- Purchase Order is required
 - Minimum dollar limit for new submittal package of \$400
 - Complete information required as follows:
 - Finish/color
 - Wall size/series
 - Hardware schedule
 - Type 1 or Type 2
 - Trim size, if applicable
 - Hinge locations
 - Handing/swing – RH, LH, etc
 - Glass size, if applicable
 - Full set of current architectural plans
 - Quote number or request for quote
 - All Type 6 orders – must go through the submittal process.
 - Projects not awarded to Frameworks or cancelled after submittal was engineered will incur a \$50 per hour administrative fee based on the submittal processing time.
 - Revisions – must be marked on Frameworks package when a revision is made.
 - Approval – submittals must be signed as approved and sent before fabrication of order.
 - Page 2 of the submittal, titled “Fabrication Notes” **MUST** completed.
 - Page 3 of the submittal, titled “Approvals and General Notes” **MUST** be filled out and signed upon approval.
 - A **Purchase Order** for the project
 - An **APPROVED** copy of the hardware schedule, for this project, **MUST** be submitted.
- **PLEASE LET US KNOW YOUR PREFERRED **HINGE AND STRIKE** LOCATIONS**
(pioneer, ceco, etc.)

*Note: We prep the frames for hinge and strike only per customer request.

Submittals in process or unapproved – Customer will have 90 days after receiving completed submittal from Frameworks to approve.

- If customer cannot approve within this time period, Frameworks’ customer must follow up within 90 days to extend the deadline to approve. If customer does not approve, the order will be cancelled and will be billed \$50 per hour administrative fee based on the submittal processing time.
- **Initial Quote** – the initial quote will be deemed void due to any changes in the submittal package as follows:
 - If quote was created over 90 days. (Quotes are valid for 90 days)
 - Revisions – Adding or deleting openings, elevations, preps, etc.
 - A revised and updated quote will be sent to customer with new pricing.