



# CASTLE ELECTRIC

## Our Unique Process

Castle Electric prides itself on delivering exceptional results, brought on by our systems and planning. Your project will be delivered on budget and on schedule when following the procedures below

### Opening



#### Inquiry Call/ Email

The client reaches out to Castle Electric's sales person through the website, email or phone.



#### Scope Of Work/Photos Sent

A written scope of work is sent to Castle electric along with drawings, and photos.



#### Sales Meeting

Castle electric will schedule an in person meeting to assess the scope of work if required.



#### Project Scheduled

Once the deposit is paid, Castle Electric will provide a date and time for the project to begin.



#### Deposit Paid

The deposit can be paid by Cheque, E-transfer or credit card.



#### Quote Finalized

A Quote is prepared and sent to the client. Once the client signs a deposit invoice will be sent.

### Execution



#### Production Begins

Our team mobilizes to begin production, our Project Manager and Site Supervisor meet to go over the details and begin work.



#### Rough In Completed

Once all our Rough in work is completed an Electrical inspection if applicable will follow.



#### Rough In Invoiced

Once Rough-in electrical is completed the client will be invoiced for the progress thus far.



#### Work Completed

All finishing work is completed, A final electrical inspection if applicable is scheduled.



#### Finishing Begins

Our team mobilizes for the finishing stage of the work, all materials are ordered in advance and prepared for the date given.



#### Finishing Date Established

The client informs Castle Electrics Project Manager of a date to return for finishing of electrical. Paint, cabinets and tiling must be completed before returning.



#### Feedback

Our project manager will verify the clients are happy with the outcome.



#### Final Invoice Sent

The remaining work and any additions are invoiced for once completed.

### Closing