



NEW PROJECT
PROCESS GUIDE
& CHECK LIST

Great,
You have a perfect opportunity
that you want wahu to quote.....

Not sure what to do now?

This New Project Check list will be the only way to ensure that all of the correct information has been sent in and received at wahu's design department. Once all of the items on this checklist are completed you can submit your new project opportunity to cmatius@wahucaseworks.com or apaluso@wahucaseworks.com depending on who your representative is.

All files must be submitted electronically together and 100% complete, otherwise it will be kicked back and the time it takes to do your design work is re-started. The wahu server maximum size is 10240 KB. If your file is larger, send it via a large file transfer site (YouSendIt.com).

All new design work will take 5 days.

Items required to begin your New Project to Quote

- Plan and elevation drawings, scaled hand drawings, PDF or AutoCAD
- This Project Sheet filled out 100%

NEW PROJECT
CHECK LIST

Dealer
Information:

Project Name: _____ **Install Date (mm/yy):** _____

DIRTT Rep: _____ wahu Rep: _____

DIRTT Rep Email: _____

Name: _____

Address: _____ Fax: _____

DEALER INFO

Sales Person:	Name: _____	Cell: _____	E-mail: _____
Dealer Designer:	Name: _____	Cell: _____	E-mail: _____
Project Manager:	Name: _____	Cell: _____	E-mail: _____
Accounts Payable:	Name: _____	Cell: _____	E-mail: _____
Order Entry:	Name: _____	Cell: _____	E-mail: _____

Ship To Address: _____ Dock: Yes No

_____ GSA: Yes No

- Did I include drawings in Plan View w/Dimensions Yes No
- Did I include drawings in Elevation View w/Dimensions Yes No
- All New Project quotes and drawings take 5 business days not including the date sent
- All projects are quoted in US Dollars
- All projects state the projected lead-time depending on their complexity
- All projects are quoted Net to the dealer
- All freight quotes are only valid for 30 days, come time of order, a new freight number will be given.