

VERSION 1

FEBRUARY 10, 2016



**SKILE**

## ORDERING PROCESS

SKILE PTY LTD  
[WWW.SKILE.COM.AU](http://WWW.SKILE.COM.AU)

## SUPPLY ONLY

### 1. Initial consultation

During this consultation our sales representatives will assess the property, review and consult on plans and discuss your project requirements in detail. By talking with you we will establish your individual requirements for the space, the function of the room/s, layout options, your must haves and your wish list. At this stage, we will have:

- a. Number of panels
- b. Size of panes
- c. Desired Images

Based on this information we will provide you with a quote.

### 2. Invoice

Following the initial consultation, we will send you the invoice detailing out the products and images.

### 3. Manufacturing

To proceed with manufacturing, 20% of the total value of the products are payable by the customer.

### 4. Delivery

Once your order arrives in our warehouse, we will contact you to arrange payment of the balance of your invoice and to arrange delivery.

## SUPPLY AND INSTALL

### 1. Initial consultation

During this consultation our sales representatives will assess the property, review and consult on plans and discuss your project requirements in detail. By talking with you we will establish your individual requirements for the space, the function of the room/s, layout options, your “must haves” as well as and your “wish list”. At this stage, we will have established

- d. Number of panels required
- e. Size of panels
- f. Desired Images

Based on this information we will provide you with a cost estimate.

### 2. Detail design

Following the initial consultation, our engineering and/or installation team may inspect your property if required for final design and estimation purposes.

### 3. Contract

We will provide you with a contract, detailing your project and the final cost.

### 4. Manufacturing

Once you have read the contract carefully and are satisfied, sign and return it to us. To proceed with manufacturing, 20% of the total value of the products are payable by the customer.

### 5. Installation

When your order arrives in our warehouse we will contact you to arrange another 50% payment of the contract value. At this stage, we will commence the installation of your project. Once the project is complete, the balance of the total value of the contract is payable by the customer.

**Note:** depending on the size and complexity of projects, percentage of the contract value payable by customers at each stage might vary.