



DESIGN SERVICE POLICY

COMPLIMENTARY FOR ACCOUNT HOLDERS

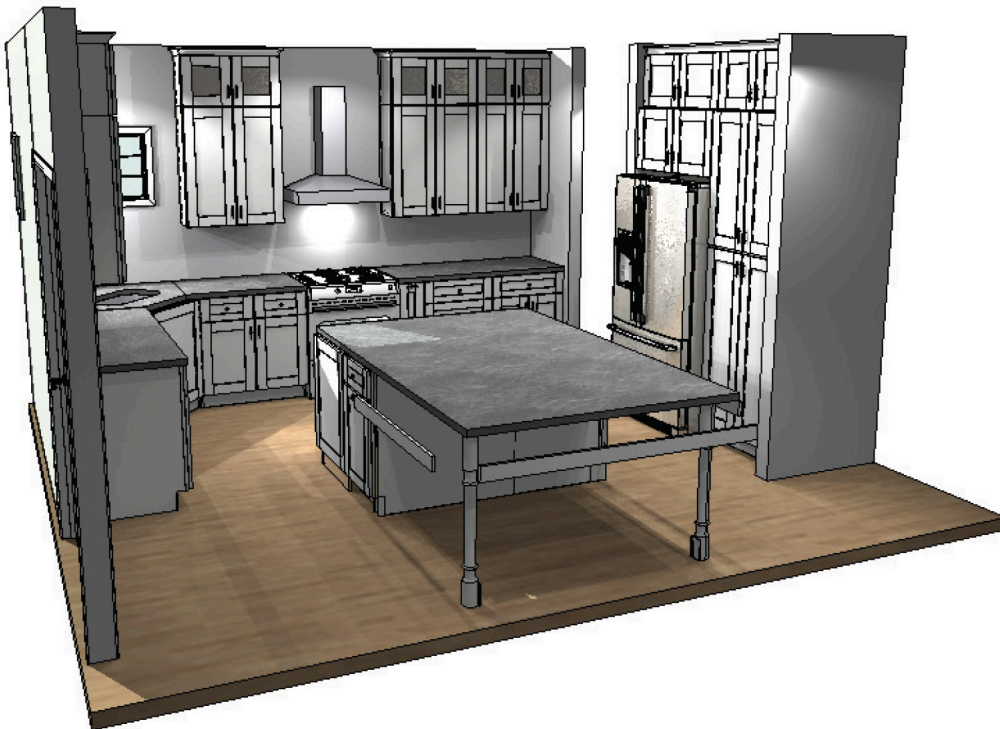
Highland Cabinetry Colorado only offers complimentary BASIC design services to all account holders and their clients. All measurements must be provided by the contractor, and the contractor must be present at all in-person design appointments, some exceptions may apply. We will only release pricing to account holders. It is the account holder's responsibility to verify all measurements and that their corresponding designs and revisions are correct before making their purchase. The account holder is ultimately responsible for payment.

Highland Cabinetry Colorado does not guarantee or take responsibility for any design. All designs are based on customer-provided preferences and are made upon customer request. Our professional designers have been trained to help you with your project to the best of their knowledge and ability. All in-person design requests are by appointment only, one hour max, one design per session. If multiple designs or larger projects are needed, please confirm designer's availability. Please call 303-576-6677 to schedule a design session. Emailed requests typically have a 3–5-day lead time. Please fill out and return the attached Design Request Form to your sales representative for prescreening. All information sought on the form is required before a designer can begin working on the project. Not all designers will be able to provide a quote, please contact your sales rep for estimates, pricing, and payments. The basic design service (3D Renderings) is 100% Free. Full measurements and layouts NOT used in a cabinet order may be subject to a \$250 premium design fee, and Highland Cabinetry may require that you leave a payment method on file. When and IF applicable, premium design fees are applied toward corresponding orders that require more than the average amount of designer's time and attention (i.e., scaling from Architectural documents, multiple units, etc.).

Designers DO NOT travel to job sites to confirm measurements, that is the responsibility of the contracted installer. All designers may make recommendations based on the needs and requests of the account holder. All information must be submitted in writing, or in person.

By processing the design into a sales order, the customer acknowledges that they have approved everything listed

in the estimate provided by Highland Cabinetry Colorado. Estimates will be made available for review before the account holder purchases their cabinets. Designed images are an artistic rendering of what your cabinets may look like, they are not an exact representation, and we cannot guarantee that your cabinets will look exactly like the image provided. Extra components or accessories may not be visibly rendered in the layout design. If an order is fulfilled and the customer does not find the design suitable, Highland Cabinetry will not be held accountable nor required to provide replacement cabinets. Copies of the design can be requested by the account holder at any time.





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DRAWING REQUEST FORM

Please fill out ALL applicable fields, one form for each room layout. All info can be emailed to your sales representative.

In-Person Consultation: Please call to schedule a time 2-3 days ahead AND provide an email address to receive a calendar invite to your appointment. Limit one (1) hour session per room/layout design. Designer MUST approve appointments for more than one layout or the design of extra-large spaces. All communication must be made through your sales representative. To schedule an appointment call 303-576-6677.

Email Consultation: Email all information required (**RED**) to your sales rep to forward to the designer. We will not begin working on a design until all the required information is obtained.

Company Name: _____ **Phone:** _____

Email: _____ **We do NOT email ESTIMATES to Homeowners.**

Homeowner/Jobsite Name: _____ **Phone:** _____

Contact Email*: _____ **Date:** _____

**!!! A Sketch with Measurements MUST be provided with all needed appliances, obstacles and special requests!!!
A quote will be provided once drawings are approved. Limit 3 rounds of changes.**

CHECKLIST:

- Measure or provide all of the following existing conditions: walls, windows, openings, doors, ceiling heights, soffits, and any other obstructions in the space. Please include distance from floor or ceiling whenever possible.
- Measure all the existing electrical outlets, plumbing spaces, light switches and HVAC location within the space being designed.
- Measure or provide all the existing or new appliance measurements (and indicate where they belong in the space):

Dishwasher W: _____	Refrigerator W: _____ H: _____ D: _____	Vent Hood W: _____ H: _____	Microwave <input type="checkbox"/> OTR W: _____ H: _____
Wall Oven <input type="checkbox"/> Sgl <input type="checkbox"/> Dbl <input type="checkbox"/> Combo W: _____ H: _____	Range/Cooktop Type W: _____	Sink <input type="checkbox"/> Farm W: _____	Other W: _____
Ceiling Height 1 H: _____	Ceiling Height 2 H: _____	Other:	Other:

Job Name: _____

#1 Color/Style: _____

Address: _____

#2 Color/Style: _____

(if applicable)



Large grid area for drawing or notes, consisting of a 20x20 grid of small dots.

Customer Initials: _____

NOTES: