

# Summary of

# Quotation to Contract

## Phase of your building journey



### STEP #1

Design Meeting with your Building and Design Consultant to Discuss Your Block, House Lay-Out and Inclusions. Finalise Necessary Paperwork for your Quotation Request Documents (Concept Plans Inclusions etc)



### STEP #2

Your Detailed Quotation will be prepared and issued for Your Quote Presentation (Approximately 1 week). Your Building and Design Consultant will contact You to arrange a Suitable time for your Quotation Presentation

### STEP #3

Quote Presentation Meeting to formally present all relevant documents. Including confirmation of items to be Included/Excluded from your Preliminary Plans and Tender



### STEP #4

Acceptance of Quotation and Initial Fee Paid (Balance of Initial Fee \$3000)



### STEP #5

Stage 1 Construction Reports are Ordered – **Registered Land Only** (Contour Survey, Soil Test, S10.7, 88b Instrument)



### STEP #6

Your Preliminary Plans are Drawn and Tender Prepared and issued to You for approval.



### STEP #7

Second Design meeting with your Building and Design Consultant to Finalise any Amendments to Plans and Inclusions for Preparation of Contract Plans and Final Tender Docs.

**Up to 2 Sets of Additional Design/Tender Amendments can be made at this stage. Further changes will incur drafting charges**



### STEP #8

Customer Accepts Final Tender and Plans and Requests HIA Building Agreement.

**No further Structural Design Amendments can be made once final plans and tender has been approved for Contract. If any amendments are requested beyond this stage. They will Incur a \$1000 Administration Charge**



### STEP #9

HIA Building Agreement is prepared and issued to Client for Approval. Contract Signing meeting is booked ASAP

### STEP #10

HIA Building Agreement is Signed and Balance of 5% Contract Fee Paid (Less any Monies Already Paid)

### STEP #11

*Congratulations* ...

You have completed the First Phase of You Building Journey. Now on to the Pre Construction Phase - Colour Selections and Approvals

Please note, the above is a general guide and each individual home may vary in both steps and times. Based on Fairmont NSW standard designs.

