

OLEE PROCESS

Here are the next steps to add Olee Creative to your space:

Budget Quote- This is an estimated “ballpark square foot” price that can be provided to you by our sales team if you are in the initial project stage and don’t have firm details.

Design Request- A conceptual drawing will be completed for customer approval which specifies the pattern, product, size and surface application.

Production Sample/Proto- A full size production sample can be produced for you to help determine scale, transparency and pattern. This is a billable service.

Olee Initial Quote- Quotes will be provided once sizes and production specifications are determined. Quote will be completed for customer approval.

Initial Shop Drawings- Shop drawings corresponding to the initial quote are created for customer approval.

Field Verification- If your project requires field verification, we can arrange that. Lead time is 3-4 weeks after measurements have been received and Final Shop Drawings and Final Quote are approved. This is a billable service.

New Customer Set-up- We will send you our new customer paperwork to complete and return so your account can be set up in our accounting system. Please return the appropriate forms to your customer service representative.

Final Shop Drawings- Final signoff will be required on design, size and materials prior to final quote or production and after field verification is complete.

Final Quote- Final quote approval with signature along with a PO is required prior to entering a sales order, after all details, including field verification, are complete.

Sales Order- Once the above has been approved and received, we will be ready to proceed with production. Our estimated lead time is generally 3-4 weeks once we have all the signed approvals. We will do our best to meet your deadline if your need is different.

Billing Options-

- Pre-pay prior to production
- Credit Card-please note there is a 3% fee
- Terms-Credit Application-Net 30 based on credit approval.

Installation- Please provide contact name & address at the project location. Once installation is complete, please sign our project completion form and return it to your customer service representative. Photographs of your installation are appreciated for our website gallery. Thank you!

Please call us at 1-800-225-5040 if you have any questions!