

2022-November-29



### Process

**THIS DOCUMENT NOT TO BE ALTERED OR CHANGED IN ANY WAY**

- 1) A representative from Jacewicz European Windows Inc. will come to your home to take window and door measurements. These measurements are for pricing purposes only.
- 2) We will present you with a quote, and upon your agreement we will ask you for a deposit of 40 % of the total of the sales agreement.
- 3) We will schedule the 2<sup>nd</sup> measurement, done by the installer, and after that, we will send your order out for production. After the order is sent in for production, no changes or refunds are possible, as all products are custom-made.
- 4) Upon scheduling delivery, we will ask you for the additional 40 % value of the sales agreement. It is the client's responsibility to check the product for damage after delivery. This includes profile and glass. If any issues are noticed, they must be noted on the delivery form to be repaired or replaced under warranty claim. There is a 50 cents/km fuel surcharge.

**PLEASE NOTE- DELIVERY WILL NOT BE SCHEDULED AND PRODUCT WILL NOT BE RELEASED BEFORE DELIVERY PAYMENT IS PROCESSED AND THE FUNDS ARE AVAILABLE IN JACEWICZ EUROPEAN WINDOWS INC. ACCOUNT.**

**ISSUING OF THE PRODUCTION DEPOSIT BY THE CLIENT TO JACEWICZ EUROPEAN WINDOWS INC. CONFIRMS CLIENT AGREES WITH "SALES ONLY", "PROCESS" AND "TERMS AND CONDITIONS" DOCUMENTS**

- 5) It is the client's responsibility to cover furniture and belongings in plastic before the installation starts in order to keep it free from dust. Also, it is the client's responsibility to allow easy access to windows and to remove all obstacles like window coverings, pictures, lights and any decorative items on the inside which may interfere with installation of the product. The client is also responsible for clearing access to the outside, removing snow or any items which may interfere with product installation.

6) Client needs to ensure parking space or city parking permits for our vehicles/trailers.

7) To schedule the installation , we will ask for the remaining amount of the contract total to be deposited in Jacewicz European Windows Inc. account.

8) The installation includes removal of the old windows/doors, installation of new windows/doors, finishing the outside (cladding, smart board), and installing trim on the inside. After the window/door replacement, the inside trim will no longer fit into the same place, which requires drywall repairs and Jacewicz European Windows Inc. will apply one coat of drywall mud. Replacing windows in stucco finish is very challenging, but we will make every effort to avoid damages but sometimes stucco may separate from the wall and brake. In case of exterior stucco damage due to old window removal Jacewicz European Windows Inc. will repair stucco the best it can be done, and the client would be responsible only for painting repaired stucco patches.

Jacewicz European Windows uses “Shaker “style inside trim standard, which uses flat MDF trim. If the trim to be installed is different than our installation standard or trim installation method is more complex from our standard, we will add cost of the trimming and material chosen for the inside finishing to the contract total and client will be informed about this, before we sign contract and take the deposit.

Some older trim styles can be discontinued, and we may have to use different trim.

We can also provide optional finishing of the inside or outside (outside-smart board or wooden brick mold) trim, which includes filling the holes, dapping and painting. This would be quoted separately, after the window installation job is finished.

It is the client’s responsibility to take care of the alarm system, electrical, plumbing and other service details, and to allow access to the job site, which includes snow, vegetation outside, the furniture inside and any other obstacles, to be removed.

8) To schedule the installation , we will ask for the remaining amount of the contract total to be deposited in Jacewicz European Windows Inc. account.

There is a 50 cents/km fuel surcharge.

9) After final payment is received in full, ownership of the windows and doors is transferred to the client and your warranty takes effect.

10) We will clean the work site, but it is the client who will have to do the final cleaning of the house.

11) There is a 2% interest charge, compounded monthly, on any unpaid balance.

**A FIRM INSTALLATION DATE WILL ONLY BE SCHEDULED WHEN WE HAVE DELIVERY OF THE CONTAINER SENT BY THE SHIPPING LINES.**

INSTALLATION DATES FOR CLIENTS WITH HIGHER PO. NUMBERS CAN CHANGE, AS RENOVATION WINDOW REPLACEMENT IS VERY HARD TO DETERMINE TIMEWISE, DUE TO PROBLEMS WHICH HAVE TO BE CORRECTED IN ORDER TO HAVE PROPER INSTALLATION.

THOSE EXTRA REPAIRS WILL REQUIRE EXTRA TIME.WE WOULD LIKE TO ASURE EVERY CLIENT THEY WILL BE TREATED WITH THE SAME ATTENTION AND CARE TO REPAIR ANY DAMAGES BEFORE INSTALLATION, AND WE ARE NOT GOING TO LEAVE THE JOB SITE IN ORDER TO START ANOTHER PROJECT UNTILL OUR INSTALLATION IS UP TO THE CODE.

IF THESE DELAYS OCCUR, PLEASE BE PATIENT WITH US, AS WE ARE MAKING SURE OUR INSTALLATIONS WILL PERFORM FOR MANY YEARS TO COME WITHOUT ANY PROBLEMS

PLEASE NOTE-DUE TO ANTI-FRAUD BANK REGULATIONS, IT CAN TAKE UP TO 10 DAYS (OR LONGER DEPENDING ON PAYMENT FORM USED) TO HAVE FUNDS AVIALABLE FOR THE ORDER. PLEASE KEEP THIS IN MIND WHEN ESTIMATING PRODUCT ARRIVAL TIME

E-TRANSFERS, DIRECT DEPOSITS AND CASH ARE THE FASTEST PAYMENT METHODS.

ACCEPTED PAYMENT METHODS ARE: CERTIFIED CHECQUE, BANK DRAFT, DIRECT DEPOSITS, INTERAC E-TRANSFER OR CASH PAID TO JACEWICZ EUROPEAN WINDOWS INC.

PLEASE HAVE CHOSEN THE PAYMENT METHOD READY FOR PROCESSING AND (OR) PICK UP AS PER THIS DOCUMENT SCHEDULE.

40% DEPOSIT REPQUIRED WITH SALES AND INSTALLATION CONTRACTS  
50% DEPOSIT REQUIRED FOR SALES ONLY CONTRACTS

<hr/> Client Name Printed	<hr/> <u>Krzysztof Jacewicz</u> Representative Name Printed
<hr/> Client Signature	<hr/> Representative Signature
<hr/> 2022-11-29	<hr/> 2022-11-29

Date (YYYY MM DD)

Date (YYYY MM DD)