



## Process

THIS DOCUMENT, WHICH IS NOT TO BE ALTERED OR CHANGED IN ANY WAY BY BOTH PARTIES AFTER THE CONTRACT, IS SIGNED INSTITUTES MAIN RULES. IT SUPERSEDES ALL PRIOR ORAL AGREEMENTS. IN THE CASE OF CONDITIONS AND CIRCUMSTANCES NOT COVERED BY THIS DOCUMENT ALL ADITIONAL MATTERS WILL BE ADDED TO THE QUOTE OR SALES AGREEMENT AND NEED TO BE AGREED BY BOTH SIDES BY SIGNING THE CHANGES.

- 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 65 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" "TERMS AND CONDITIONS", "30 DAY DELIVERY WAIVER" AND ALL OTHER DOCUMENTS

5) It is the client's responsibility to cover furniture and belongings in plastic before the installation starts 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, vegetation, 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 the Jacewicz European Windows Inc. account.

8) The installation includes removal of the old windows/doors, installation of new windows/doors, finishing the outside with smart board or equivalent and installation of the inside trim.

Jacewicz European Windows uses "Shaker" style as 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 the additional charge for the trimming to the contract total.

Cost of interior and exterior trimming material will be added to the total.

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

If the client want us to look for hard to obtain trim, price of the search, delivery and other costs associated with this activity will be added to the total in rate \$65/hr. Also, a fuel surcharge will be added to the trip in the amount 65 cents per kilometer.

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

After the window/door replacement, the inside trim may no longer fit into the same place, which requires drywall repairs, and such repairs are the responsibility of the client. 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 the case of exterior stucco damage due to old window removal, the client requests Jacewicz European Windows Inc. employes to repair those damages, rate of \$85/hr. will be added to the total.

We can also provide optional painting 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 the Jacewicz European Windows Inc. account.

There is a 65 cents/km fuel surcharge for all material delivery charges plus \$65/hr driver charge.

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 4% 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 ASSURE 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.

ISSUING OF THE PRODUCTION DEPOSIT BY THE CLIENT TO JACEWICZ EUROPEAN WINDOWS INC. CONFIRMS CLIENT AGREES WITH "SALES ONLY", "PROCESS" "TERMS AND CONDITIONS" "30 DAY DELIVERY WAIVER" AND ALL OTHER DOCUMENTS WHICH ARE LISTED ON [WWW.EUROPEANWINDOWS.CA](http://WWW.EUROPEANWINDOWS.CA) UNDER DOCUMENTS MENU.

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

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

\_\_\_\_\_  
Client Name Printed

Krzysztof Jacewicz  
Representative Name Printed

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date (YYYY MM DD)

\_\_\_\_\_  
Date (YYYY MM DD)