

BASEMENT TIMELINE

- 1 **MEASURE BASEMENT**
Meeting #1 - Measure Basement & Reviews Layout
 - CCH will measure current condition of basement and layout
 - We will discuss how you will use spaces and your ideas
 - Draw plan so an accurate layout and bid can be given

- 2 **CHOOSE CUSTOM OPTIONS**
Meeting #1 - Selection Booklet
 - Customize your floor plan by choosing options from selection booklet
 - Pre-determine options allow you to gauge & budget costs of upgrades
 - Additional options outside of the selection booklet can be configured after contract

- 3 **REVIEW BID & SPECIFICATIONS**
Meeting #2 - Plans / Bid / Specifications
 - Detailed specifications packet provided with bid (Plan Property of CCH)
 - Specifications outline all aspects of basement, construction, & warranty
 - All bids expire after 30 days

- 4 **SIGN CONTRACTS**
Meeting #3 - Contract Preparation
 - A deposit is required at signing
 - Contracts will be provided prior to signing for your review
 - Contracts can be signed in person or over internet

- 5 **CUSTOMIZE YOUR BASEMENT**
Customer Login / Interior Designer
 - After contracts you will receive an invitation to online portal and a selection binder
 - Schedule meeting with Cardinal Crest's in house interior designer to start selection process
 - Complete design & selections before construction begins (See Post Contract Time Line)