

Submittal Package

Production of your cast stone starts with the submittal of the shop drawings for your approval. You should expect to receive, by fax or mail, one or more Submittal Packages graphically describing all aspects of your project.



Submittal Cover Sheet

The first page of your submittal package is the Submittal Cover Sheet. It will state the Job Number, the Submittal Number and all job relevant information. Confirm that all cover sheet information is correct before returning the package to Stone Legends.

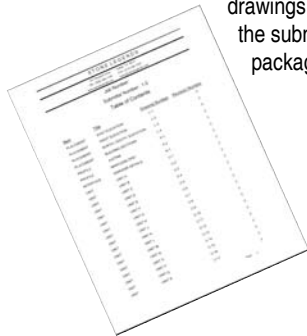
The next page in the package will show whether your job was submitted as a single submittal containing 100% of your job, or if it was broken down into multiple submittals.

It will also indicate additional attachments and include a breakdown of areas affected and a Drawing Legend of symbols you will find throughout the submittal.



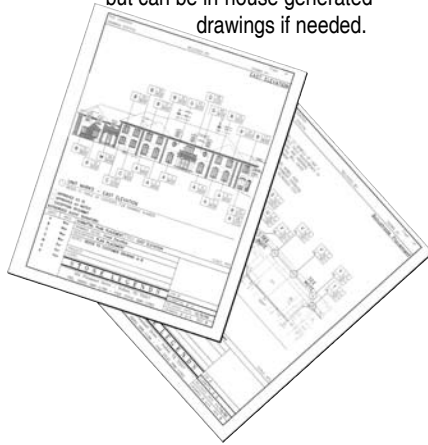
Table of Contents

Immediately following the Cover Sheets will be the Table of Contents. This can be one or more pages and will show the order of shop drawings within the submittal package.



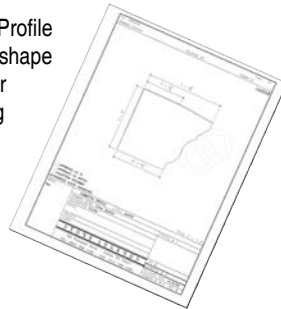
Submittal Plan Placement

The Plan Placement drawings will indicate the locations of all Submittal Units using plans, elevations, or cross sections. Usually these placements are actual scans of your plans, but can be in-house generated drawings if needed.



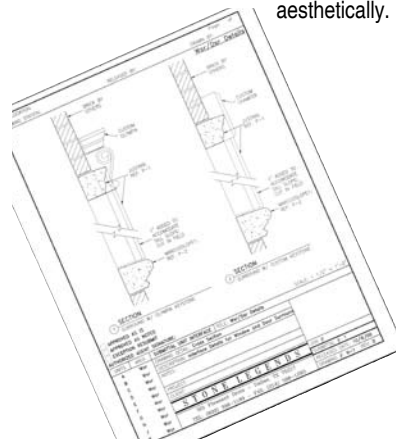
Submittal Profile

The Submittal Profile displays the basic shape of extruded units or parts of units being submitted. The sheet will indicate the name and the control dimensions for each profile.



Submittal Unit Interface

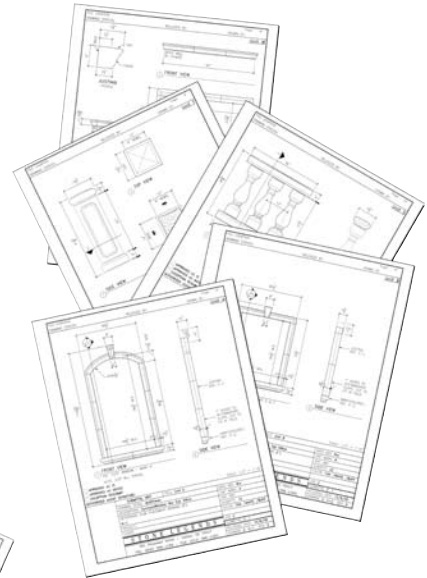
The Submittal Unit Interface sheet displays cross sections or details of units, profiles and parts that interface with one another. These drawings are extremely important in verifying that shapes fit together dimensionally and aesthetically.



Submittal Unit

The Submittal Unit sheet displays each unit graphically. It is important to verify the quantity and sizes for each unit.

Only primary Control Dimensions are displayed for verification that the unit will fit in the desired location.



What do I do with the Submittal Package?

The submittal package is designed to visually communicate the ordered units, quantities, and sizes for your verification and approval. It is at this point that you approve the units to be produced and / or modify the units to fit your needs.

Submittal Return

Once the submittal is verified for all required information, each sheet's approval stamp must be marked and each sheet signed, (see below). No changes can be made past this point. It is now: "Cast in Stone."

Stone Legends works on an "In Writing" basis and will not accept verbal approvals. However, faxed returns are acceptable. An original hard copy is only required if the fax is not legible.

Approval Stamp

- | | |
|-----------------------------|--------------------|
| <input type="checkbox"/> | APPROVED AS IS |
| <input type="checkbox"/> | APPROVED AS NOTED |
| <input type="checkbox"/> | EXCEPTION RESUBMIT |
| AUTHORIZED AGENT SIGNATURE: | |

Each Submittal Drawing will have the Approval Stamp in the lower left corner of the drawing area. The stamp must be marked and accompanied by your signature in order to proceed with the production process.

NOTE: Often a client will mark **Exception Resubmit** when only minor updates were made. This option forces Stone Legends to resubmit and adds time to your project. When making minor changes, the **Approved As Noted** option usually speeds the process unless a resubmittal is truly required. However, the option is yours.

SUBMITTAL DOCUMENTS



CUSTOMER PROPOSALS AND BIDS

A Product List of proposed Units, as determined by the design proposal process, including both the estimator and the Account Representative's interpretation of the customer's plans, photos, sketches, discussions, emails or faxes.

It is important to read and understand all the information on the Customer Proposal. This section will describe the different areas and explain the relations between the Bid Line Items and the Customer Plan Pages.

COVER SHEET

- Client Information** – verifies all information and contact numbers.
- Supersede Notification** – indicates a previously submitted bid by Bid Number and Bid Date.
- Bid #** - Current Bid Number being submitted for approval.
- Project Name / Shipping** – indicates the actual Project Name and the Shipping Address.
- Total Contract** – verify total contract amount, especially if multiple bids have been submitted.
- Exclusions** – take note of the exclusion of services not provided.
- Payment Options** – verify the total contract amount and note the terms of payment offered. These terms may change depending on the size of the project being bid.
- Authorized Signature** – Unless otherwise noted, this signature will be the only one allowed approving submitted documents or drawings.
- Acceptance of Proposal** – once all information is verified, including the Bid Line Items, the contract must be signed and dated.

Telephone: (214) 398-1199 *STONE LEGENDS* Dallas, TX 75217 FAX: (214) 398-1293

Proposal
Supersedes Bid # _____
Dated: _____
CAST STONE MANUFACTURING

Client: _____ Bid # **3** Office: _____
Address: **1** Attn: _____ Project: **4**
Telephone: _____ Ship To: _____
Fax #: _____ TOTAL CONTRACT: \$53,319.80 **5**

EXCLUSIONS: Anchors, dowels, etc. Install labor
Design of Anchors Sand for grout and patching.
6 Engineering calculations Sales Tax
Trips to jobsite Unloading at job site
Hardware for bolting or welding to structural member

We hereby propose to furnish materials complete in accordance with the above specifications, for the sum of **\$53,319.80**
With payments to be made as follows: **7** (Checks payable to Stone Legends)
Fifty percent (50%) deposit to commence project.
Balance due upon completion of installation (prior to shipping)

All material is made to order for the client. Client is responsible for dimensions, quantities and color choice. Any alteration or deviation from specifications on the following page(s) of this proposal involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Acceptance of proposal includes our right to photograph and use such photos representing the scope of our product for advertising purposes. However, any reference made about the client or specific address will be alternate written agreement.

AUTHORIZED SIGNATURE _____ **8**
(Note: This proposal may be withdrawn by Stone Legends if not accepted within (30) days.)

9 ACCEPTANCE OF PROPOSAL
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work per attached specifications on the following page(s) of this proposal. Payment will be made as outlined above.

Customer Signature _____ Date _____

Item	Description	Profile	X, Z, and Y are in inches and are used for Volume/Weight			Lin. Ft.	Qty.	Weight	TOTAL
			X	Z	Y				
Balustrade									
1	Balustrade Grade 12" O.C. Spacing	Oterwood2 Straight	36.63	3.50	12.00	126	1	18,899 #	\$8,868.21
2	Balustrade Newel Pier	Oterwood2 Carriage	12.00	12.00	41.63	1	7	3,325 #	\$2,000.00
Balustrade SUBTOTAL						22,225	#	\$10,868.21	
Chimney 2 Units									
3	Chimney Band 2 Units Straight Coped	Justin9	6.00	6.75	12.00	54	1	1,944 #	\$677.37
Chimney 2 Units SUBTOTAL						1,944	#	\$677.37	
Entry Door									
4	Leg Straight	Justin9	6.00	6.75	12.00	12	1	432 #	\$176.30
5	Sill Straight Coped Ends	MarcusSlope1	6.50	7.75	12.00	9	1	405 #	\$144.69
6	Keystone	Olympia	20.00	12.63	20.00	1	1	199 #	\$94.60
7	Header Radius w/ Ear	Custom	8.00	6.75	12.00	15	1	720 #	\$1,213.84
Entry Door SUBTOTAL						1,705	#	\$1,631.49	
Window/Door 67 Units									
8	Frame 62 Units Square Top & Radius	Justin9	6.00	6.75	12.00	1500	1	63,997 #	\$19,713.00
9	Sill 68 Units Straight Coped Ends	MarcusSlope1	6.50	7.75	12.00	401	1	18,015 #	\$5,832.90
10	Keystone	Olympia	20.00	12.63	20.00	1	36	7,164 #	\$3,430.61
11	Keystone	Custom Chamfer	11.25	7.75	8.00	1	41	2,145 #	\$1,680.45
Window/Door 67 Units SUBTOTAL						81,350	#	\$30,366.96	

BID LINE ITEMS

A bit more complicated, but the most important section of the Customer Bid is the Bid Line Item breakdown. This is the section where products are broken down into specific Areas and Product Groups.

The Areas are directly related to the Areas Noted on the Customer Plan Pages (refer to View CPP-1, Previous Section).

- 1 Item Number - a consecutive numbering of bid line items.
- 2 Description - bid line description of a product Unit or a Unit's Parts, depending on the type of Unit being estimated.

3 Profile - the shape of the Unit or Unit part being estimated.

4 X, Z, Y - the basic dimensions of the Unit or Profile (when used in linear footage). Note: Y dimension may be listed as 12" or 1 linear foot, when Unit is sold as Linear Feet. (Refer to Lin. Ft. Column for total footage)

5 Lin. Ft. or Qty - Depending on how the Bid Line Item is being estimated, the two fields can be used together, or separately to show the amount of stone being estimated. (Refer to Linear Feet Versus Quantity, below)

6 Weight - total weight of stone per Unit Bid Line.

7 Total - total cost of stone per Unit Bid Line.

8 Area - logical and recognizable grouping of products. Keeping similar or associated Product Groups together helps in the estimating of weight and price.

9 Unit Bid Line - shows the actual Unit or Unit parts being bid.

10 Area Sub Total - the total weight and cost of the Unit bid Line.

Linear Feet / Quantity

Unit Bid as Linear Feet

Y=12
LF = 125

(Linear Foot Bid)
Y (Length)
Linear Feet

(Quantity Bid)
Qty.

Item	Description	Lin.	Qty.	Weight	TOTAL
Balustrade					
1	Balustrade Grade 12" O.C. Spacing	12.00	126	18,899 #	\$8,868.21
2	Balustrade Newel Pier	41.63	7	3,325 #	\$2,000.00

Y (Length) Quantity Each

The Linear Feet and Quantity columns can also be used together when dealing with Units estimated as Linear Feet, but have multiple units with the same length, such as Window Sills. Example:
Y=72" x 1 LF x 24 Qty

(PROJECT NAME)

(COMPANY NAME)

(CUSTOMER NAME)

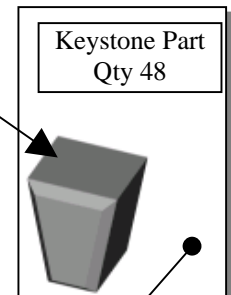
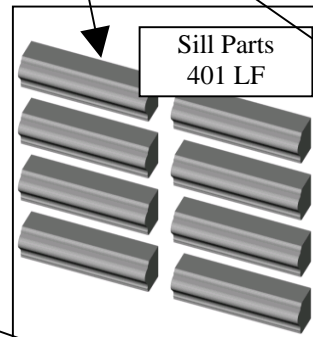
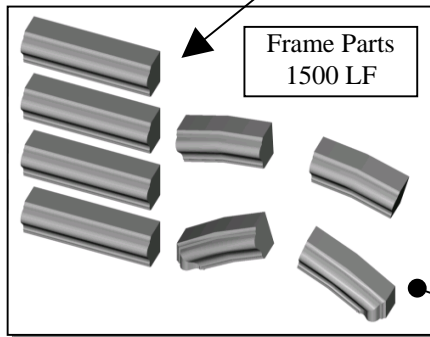
S.A.M.S. Workbook

Window/Door 67 Units								
8 Frame 62 Units Square Top & Radius	Justin9	6.00	6.75	12.00	1500	1	53,997	# \$19,713.00
9 Sill 58 Units Straight Coped Ends	MarcusSlope1	6.50	7.75	12.00	401	1	18,015	# \$5,832.90
10 Keystone	Olympia	20.00	12.63	20.00	36	1	7,164	# \$3,430.61
11 Keystone	Custom Chamfer	11.25	7.75	8.00	41	1	2,145	# \$1,580.45
Window/Door 67 Units SUBTOTAL							81,350	# \$30,356.96

BID UNIT

In our estimating, a bid Unit deals with the Volume and Weight of stone needed, to produce the parts required by the Installation Units.

(Refer to Installation Units, below)



INSTALLATION UNIT

Refers to the actual product Unit for placement on the project.

Within any given Product Group Area, there can be a number of Installation Units within the Bid Unit Line Items.

The example below shows that 67 Bid Line Units breakdown into multiple Installation Units of varying sizes and parts.



Window/Door Surrounds
67 Bid Units

62 Installation Units
Include Frames

58 Installation Units
Include Sills

47 Installation Units
Include Keystones

Window/Door 67 Units								
8 Frame 62 Units Square Top & Radius	Justin9	6.00	6.75	12.00	1500	1	53,997	# \$19,713.00
9 Sill 58 Units Straight Coped Ends	MarcusSlope1	6.50	7.75	12.00	401	1	18,015	# \$5,832.90
10 Keystone	Olympia	20.00	12.63	20.00	36	1	7,164	# \$3,430.61
11 Keystone	Custom Chamfer	11.25	7.75	8.00	41	1	2,145	# \$1,580.45
Window/Door 67 Units SUBTOTAL							81,350	# \$30,356.96

Date: _____

Client: 301 Pleasant Drive
Dallas, TX 75217

Project: Telephone (214) 388-1199 FAX: (214) 388-1293

Ship To: _____

Contact: **Proposal**
Supersedes Bid # _____
Date: _____

Bid # : 2

Line Item Totals 1 107,284 # \$43,333.67

Height based on Total Material Weight using Leicosted #4-Hole Cement.
3 Field based trucks have been estimated.
Dimensions will be finalized during Shop Drawing Phase of Project.

Balustrade is figured as a catalog unit.
Balusters spacing is 12" O.C.
Frames are figured with seven (7) changes in mid.
Two (2) #4 base frames at main entry sices are figured identical.

All sills are figured with a specified catalog profile.
All sills are figured with coped ends.
All sills will be produced to fit - No field cutting required.

Keystones are figured with specified catalog items - Two (2) keystone styles are figured.
One (1) keystone style is customized to comply with specified dimensions.
Balustrade rails will be field cut & mitered where required - 3/8" piece lengths typical.
Balustrade shop drawings to be submitted on parts basis only. No layout or service/revision drawings to be provided.

Frames are figured with miters on-site during production - Mitters will not be cut in field.

RECOMMEND:
Front Entry and Side Patio to be done in Cast Stone - please specify alternate materials.

Bid Prepared By 6 Authorized Signature

Customer Signature 7 Date _____ Page 4 of 5

SPECIAL NOTES & TOTALS

- 1 **Line Item Totals** – Total estimated weight
- 2 **Line Item Totals** – Total estimated cost of stone, not including taxes and additional charges.
- 3 **Special Notes** – Estimator notes help clarify different types of conditions and proposed options. The note section is another prime point of communication between the estimator and the client.
- 4 **Total** – Estimated total project cost, including additional charges, such as drafting fees, freight, custom charges, etc.
- 5 **Recommendations** – Another point of communication between the estimator and the client, this section allows the estimator to recommend additional product options.
- 6 **Bid Signatures** – Indicates the estimator’s name and the name of the person authorizing the bid proposal.
- 7 **Customer Signature** – Customer approval signature required. Please verify all information prior to signing. If multiple bids have been submitted, verify that the correct bid is being returned.

COLOR LEGEND

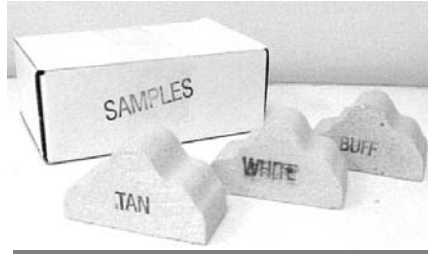
STANDARD COLORS

Three standard colors of cast stone are offered to choose from, all in a smooth finish, at no additional cost.

TAN

WHITE

BUFF



Refer to the back page of our Catalog or web site for photos. These photos are as accurate as possible, but your final color selection should be made based on actual color samples like the photo above

As with any natural product, there will be only a slight variation, if any, in color.



Color

Choices

CUSTOM COLORS AND FINISHES

Custom colors based on customer supplied color samples and custom finishes, such as Acid Wash for texture, are also available. These services are available with an up-charge and will appear on the bid.