

# Checklist

## PTL 10.0 Production Preparation

- Acknowledge job by sending fax with initial "Thank you and request for additional information".
- Send 2nd fax with preliminary schedule information including proposed first submittal date and projected stone completion date and an updated request for additional information.
- With each set of submittals drawings, send "Shop Drawing Fax". Repeat information from #2 on projected completion dates based on submittal returns.
- Submittal follow up to get returns based on this time line:

