

## STEP-BY-STEP WORK PROCESS

**1. Enquiry:**

Email your enquiry to [info@simpcon.com.au](mailto:info@simpcon.com.au) or phone 0417 085 768.

**2. Site Visit:**

Arrange a site visit or meeting to discuss your enquired work.

**3. Plans:**

If you haven't already done so, we engage an Architect or Draftsman (if required) and Engineer (for structural work) of your choice or Simpcon's recommended professionals to draw up plans.

**4. Quotation:**

Receive Simpcon's quote for all work as per the agreed scope and plans.

**5. Accept Quotation:**

Print, sign and send the quote back to Simpcon in order to accept it.

**6. Plan Approval:**

We send the plans and documents to local council for approval.

**7. Contract and Deposit:**

QBCC contract detailing all the work, deposit and progress payments (if any) is issued as well as the deposit invoice. Please sign contract and pay invoice.

**8. Start of Work:**

Work starts once deposit payment has been received. Site visits, meetings and questions are encouraged though out the building process.

**9. Progress Payments:**

Progress payment invoices are issued as set out in the QBCC contract

**10. Completion:**

Practical completion site meeting is attended to hand over all building documentation and government and council requirements.

**11. Warranty:**

All work is guaranteed to the Queensland Building and Construction Commission Regulation and Act. (You will find all the information stated in the QBCC contract).