

SPECIFICATION PROCEDURES FOR ACCURATE PRICING

True custom window and door specifications are significantly more complex than specifications for typical stock products and it is important that your requests for pricing be as complete and definitive as possible. While today's high-tech CAD CAM systems provide unprecedented flexibility and efficiency, controlling custom options can stifle one's ability to determine what is architecturally or economically appropriate for one's project. None the less, Woodstone recognizes the need for preliminary cost estimates and following these procedures will insure that Woodstone's estimate is as accurate as it can be.

Initially, especially if you are using Woodstone's services for the first time, we suggest that you limit the scope of your request by specifying units that typify other similar units in your project. [Operating Function](#), [Size](#) (width & height), [Sash & Door Thickness](#), [Materials](#) ([Wood Species](#), [Hardware & Glazing](#)), [Shape](#), [Format](#), and the other variables listed below are the primary specifications that determine cost. You can compare costs for alternate designs to determine representative costs and performance differentials, and then eliminate those that prove to be inappropriate, avoiding costly time delays and confusion when the time for comprehensive estimating is at hand.

While the following list of specification data is by no means complete, it will provide Woodstone with sufficient information to establish an accurate basis point from which even the most complex projects can be monitored and controlled to successful completion. And if your specifications are incomplete, Woodstone will include and itemize [Default Specifications](#) to complete your estimate.

PROVIDE THE FOLLOWING INFORMATION WITH ALL REQUESTS FOR PRICING

1. Project Name or Project Identification Number, name of your Architect and Builder, and your anticipated Project Schedule. Letting Woodstone know your Project Schedule is very important because neither of us should invest valuable time on a project that Woodstone can not satisfy in a timely fashion.
2. Furthermore, it is entirely possible that Woodstone may from time to time be overwhelmed with requests for estimates and we want to be forthcoming about this possibility from the start. Your initial electronic request will be answered by an auto-responder verifying that we have received your request and that a Customer Service representative will be contacting you as soon as possible. If, after several days from receiving your request, we are not able to

personally respond to you, you will receive a second auto-response from Woodstone indicating our predicament and recommending a procedure for you to follow. Please note, that if your initial request for information includes complete information, we will be better able to respond in a timely fashion.

3. Window & Door Schedule. Note: Unit Identification Numbers should not be changed once assigned.

4. If a Window & Door Schedule is not available, provide the following.
 - A. UNIT IDENTIFICATION: A permanent identification code is an important element of any window or door schedule. The ID code can reference a floor level, room number, unit type or function. It is very important that any ID code assigned to a unit be as permanent as possible. Changing unit ID codes can significantly confuse and delay the pricing process.

 - B. QUANTITY: Once a window or door unit has been assigned and ID code, that code should be referenced on your floor plan. Only floor plan references can insure accurate quantity take-offs. Elevations can be cross-referenced. However, elevations showing windows and doors are sometimes hidden by chimneys, ells, porches, bay windows and other building extensions.

 - C. OPERATING FUNCTION; (i.e. Double Hung, In-swing or Out-swing Casement or Door).

 - D. SIZE; Width & Height dimensions are two of the most important size elements of any given unit. Sizes are usually expressed by Masonry Opening or Trim Size, Rough Opening, Jamb or Unit Size and Sash or Door Frame Size.

 - E. THICKNESS; (Wall Thickness, Sash or Door Thickness, Trim Thickness) The Wall Thickness of most buildings vary and may limit the design or function of a given unit. Residential construction typically includes walls framed with 2x4's or 2x6's.

 - E. NUMBER OF LITES OR PANELS
An elevation drawing should clearly indicate the number of glass panes or wooden panels in a window or door. The number of panes and panels is one of the most important elements used to determine the cost of a window or door.

F. GLASS OR PANEL TYPE

By far the most wide ranging material options are available in this category.

Usually specified for exterior applications with double glazed clear float glass or wooden INSULCORE panels, Woodstone's default specifications will include safety glass requirements for doors automatically. Please refer to the sections on Glass & Glazing and Panels, Planks, Louvers & Veneers in Chapter I of Woodstone's Tradition & Technology manual.

G. WALL THICKNESS

The wall thickness of a typical residence includes the thickness of the exterior sub-sheathing, framing (usually a modular 2x4 or 2x6) and the interior wall material (ie. drywall, plaster or paneling). Variations are wide ranging, especially for historic structures. Solid jambs or split jambs (ie. jambs with jamb extensions) can be provided to suit specific site conditions.

H. WOOD SPECIES

In softwoods, Woodstone recommends Northeast White Pine for residential and other low traffic applications. Cherry, Mahogany or White Oak are recommended for applications requiring significant structural performance as well as high volume commercial wear and tear.

I. SHAPE (ARCHES, TRAPAZOIDS, ETC.)

Usually an elevation drawing will sufficiently indicate any necessary shape information.

J. TRIM

Typically, Flat Casing or Standard Brickmold can be priced without special consideration. However, multiple profile trim packages (see Architectural Woodworking) must include specific section details for accurate pricing.

If the Woodstone estimate is reasonable to you and you wish to use our services, contact our customer service department and Woodstone will prepare a formal proposal for your approval. The formal proposal (PROSPEC) will include itemized pricing on a per unit basis, terms, warranty information, and a listing of specific details including Rough Openings, Jamb Dimensions, Sash/Door Sizes and other detail information.

Acceptance of Woodstone's proposal will initiate Woodstone's comprehensive shop drawing services. Generally, a 10% deposit is required with your proposal

acceptance in order to initiate the shop drawings for your approval. Shop Drawings are included in our pricing. Design changes requiring minor adjustments are usually provided free of charge. However, an additional design fee may be charged for more extensive changes requiring additional or revised drawings. Product revisions may affect product pricing as well.

Your approval of shop drawings should include a 25% production deposit to initiate creation of cutlists, material orders and schedule production time. Upon our receipt of your shop drawing approval, Woodstone will schedule production and submit to you an estimated completion date. Large projects will require an additional progress payment midway between the production sequence and the scheduled delivery. The final balance will be due upon completion. Woodstone's PROSPEC terms page and referenced POLICY document include specific warranty, claims and terms information.

If you have any questions, please contact Woodstone's Customer Service Representative. Thank you.

QUICK REFERENCE SPECIFICATION PROCEDURES

It is entirely possible that Woodstone may from time to time be overwhelmed with requests for estimates and we want to be forthcoming about this possibility from the start. Your initial electronic request will be answered by an auto-responder verifying that we have received your request and that a Customer Service representative will be contacting you as soon as possible. If, after several days from receiving your request, we are not able to personally respond to you, you will receive a second auto-response from Woodstone indicating our predicament and recommending a procedure for you to follow. Please note, that if your initial request for information includes complete information, we will be better able to respond in a timely fashion.

PLEASE PROVIDE THE FOLLOWING INFORMATION WITH ALL REQUESTS FOR PRICING...

1. PROVIDE A PROJECT NAME OR IDENTIFICATION NUMBER WITH EACH PRICING REQUEST INCLUDING YOUR ANTICIPATED PROJECT SCHEDULE AND THE NAME OF YOUR ARCHITECT AND BUILDER.

2. PROVIDE A COMPLETE WINDOW OR DOOR SCHEDULE WHENEVER POSSIBLE. IT IS IMPORTANT THAT EACH UNIT OR UNIT TYPE BE PERMANENTLY IDENTIFIED FOR FUTURE REFERENCE.

3. IF A COMPLETE WINDOW OR DOOR SCHEDULE IS NOT AVAILABLE, PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH UNIT.

A. UNIT IDENTIFICATION

A permanent identification code is an important element of any window or door schedule. Usually, the ID code references a floor level, room number, unit type or function. It is very important that any ID code assigned to a unit be as permanent as possible. Changing unit ID codes can significantly confuse and delay the pricing process.

B. QUANTITY

C. OPERATION OR FUNCTION (IE. DOUBLEHUNG, INSWING DOOR PAIR)

D. SIZE (WIDTH, HEIGHT & THICKNESS)

E. NUMBER OF LITES OR PANELS

F. GLASS OR PANEL TYPE

G. WALL THICKNESS

H. WOOD SPECIES

I. SHAPE (ARCHES, TRAPAZOIDS, ETC.)

J. TRIM