



WORK HORSE INSTALLATIONS, INC.

Office Address: 3116 Hollow Road, Malvern, Pa 19355 Office Phone:484-973-6377

Warehouse/Ship To: 1210 Stanbridge St., Suite 200C, Norristown, Pa 19401

Project Procedures

BUSINESS OFFICE:

1. Request Estimate
2. Send Purchase Order
3. Schedule Project
4. Send Sample COI
5. Send Project Paperwork

WAREHOUSE:

1. Send Receiving Ticket/Product List/Work Order
2. Schedule Delivery of Product
3. Confirm Product Receipt Complete
4. Send Project Paperwork

Project Procedure Order

1. Request Estimate
2. Send Purchase Order
3. Send Receiving Ticket/Product List/Work Order
4. Schedule Delivery of Product
5. Confirm Product Receipt Complete
6. Schedule Project
7. Send Sample COI
8. Send Project Paperwork Contact/Drawings/Signoff/Work Order

Work Horse

Jack:

1. Site Visit
2. Provides Estimate
3. Receives Purchase Order
4. Schedules Project
5. Schedules Men
6. Receives Project Paperwork

Bettina:

1. Certificate of Insurance
2. Estimates/Invoices/Billing
3. Signed Work Orders

Stan:

1. Send Receiving Ticket/Product List/Work Order
2. Schedules Delivery of Product
3. Confirms Product Receipt
4. Sends Receiving Tickets to project contact
5. Ensures Project Paperwork is ready for Supervisor

Project Supervisor:

1. Receives Product to site
2. Safely unloads Product
3. Installs or Disassembles Product
4. Records any product issues or install concerns
5. Reports project punch list
6. Provides photos of project completion
7. Ensures the Project paperwork provided is completed and signed by site contact