



ME TECHNOLOGY GROUP

Dream | Design | Deliver

OUR DESIGN PROCESS

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DESIGN PROCESS

Our simple to follow **9 Step Design Process** allows all parties to be on the same page with what to expect and when to expect it to be done.

Step 1. Establish Needs and Expectations

ME Technology Group will meet with you – either in our showroom, at your home or office, or on a building site – to establish your needs and to gain an understanding of your budget, desires, limitations and expectations.

Step 2. Scope of Works

Within 7 working days, a Scope of Works will be presented to you. This document outlines all products and services that the design process will provide in order to meet and exceed your expectations. No prices or costings are given at this point.

Step 3. Quote Specifications and Design Retainer

Once a Scope of Works has been agreed on and all parties agree on equipment, services, procedures and outcomes, a Design Retainer form will usually need to be signed. There is a fee involved. This document legally protects the time and expertise allocated to your drawings, plans, Scope of Works, and cable diagrams. If for any reason you opt not to continue with the project, a fully paid Design Retainer entitles you to ownership of all plans and diagrams drawn for you thus far. Upon settlement of a Design Retainer, ME Technology Group will complete a quote and specifications. This document will include payment options.

Step 4. Deposits and Contracts

At this point, an amount is paid which is regarded either as a deposit, or as the first instalment in a schedule of fees. Contracts are also signed at this point.

Step 5. Commencement of Works

Depending on building schedules and the scheduling of ME Technology Group's

technicians, works will commence as soon as possible. Please note that this could take four to six weeks. Building delays are often out of our control.

Step 6. Progress Consultations

ME Technology Group will meet you on site after work has commenced, to discuss any changes or problems. This will occur as many times as necessary and practicable within the course of the project.

Step 7. Completion of Works - Physical

Practical Completion: At this stage, the project will be physically completed, and commissioning and training can start.

Step 8. Completion of Works

Full Completion: At full completion, all systems will be functional and operational, and full handover can commence. This handover will include training and guidance in the use of all systems. It will also cover such aspects as remotes, warranty cards, and user manuals. Final payment is due at this stage, and all equipment remains the property of ME Technology Group until full payment is made.

Step 9. Follow Up

ME Technology Group will meet with you on site 2-4 weeks after full completion to discuss any questions or issues. This allows time for you to settle in, become comfortable with your new systems, and troubleshoot any problems. At this follow-up stage, we also ask for feedback on your experience with ME Technology Group