

Lumber Procedure (International Projects)

DATE: July 18, 2003
 TO: All CFT Members
 FROM: General Manager

Today's Date: _____

Job Number: _____

DO NOT COMPOMISE ANY PART OF THE PROCEDURE WITHOUT CONSULTATION

Lead Time	Date	Process Name	Process Detail	Responsibility
Day 1		MAP Order	<ul style="list-style-type: none"> - customer sends floor plans and elevation with spec sheet - drafting begins MAP 	Drafting
Day 3		Dimension Details for Vendors	<ul style="list-style-type: none"> - drafting draws dimensions and other required details for vendor-manufactured components - estimating personnel corresponds to the respective vendors for details and estimates 	Drafting Estimating
Day 6		First 5 Drafting Days	<ul style="list-style-type: none"> - drafting draws floor and elevation plans and checks dimensions for accuracy against original - drafting creates .dwg file and forwards it to marketing, then onto customer 	Drafting Marketing
Day 7		Approval of Prelim Dimensions	<ul style="list-style-type: none"> - marketing confirms customer receipt of .dwg file - marketing receives OK from customer - marketing takes any corrections and/or changes to drafting 	Marketing Drafting
Day 12		Second 5 Drafting Days	<ul style="list-style-type: none"> - drafting continues on with structural drawings - drafting makes notes on EVERY change that was made from original - drafting notifies all changes to marketing - marketing forwards customer all changes - drafting turns over MAP and spec sheet to estimating 	Drafting Marketing Estimating
Day 12		MAP to Customer	<ul style="list-style-type: none"> - marketing sends .dwg and/or .dxf completed MAP to customer - customer has 2 times to sit down with homeowner to make changes 	Marketing

Day 15		Estimating	<ul style="list-style-type: none"> - estimating creates contract - spec sheet is now filed away with NO changes made to it - management checks for accuracy of contract - estimating hands contract to marketing 	Estimating Management Marketing
Day 15		Contract Faxing	<ul style="list-style-type: none"> - marketing faxes contract to customer - marketing phones customer - marketing receives any changes to contract (COC) over phone, fax or e-mail (verbal changes are accepted only for COC at closing) - marketing records and lists COC in written format (e-mail or fax) and sends to customer as acknowledgment 	Marketing
Day 16 P-Day 1		Closing	<ul style="list-style-type: none"> - marketing receives signed contract by fax - marketing confirms receipt of written record of COC with customer by phone - marketing gives a copy of signed contract to management - marketing writes invoice per original contract - marketing gives a copy of invoice to treasury - marketing sends invoice to customer 	Marketing
Day 17 P-Day 2		Redlines	<ul style="list-style-type: none"> - marketing and drafting gather and reflect COC on MAP - do NOT use, refer or revise spec sheet - MAP and turnover loading document (Turnover-LD) are, at this stage, ONLY 2 documents needed - drafting and marketing turn COC list to estimating, and notifies management of completion - estimating implements COC into original contract - paperwork (such as TBD or AWA) are now eliminated - spec sheet is obsolete 	Marketing Drafting Management Estimating
Day 18 P-Day 3		Turnover-Ready Loading Document	<ul style="list-style-type: none"> - estimating turns original contract with implemented COC into Turnover-LD - estimating hands Turnover-LD to management - estimating gives change in price to 	Estimating Management Marketing

			marketing	
Day 18 P-Day 3		Color Contract	<ul style="list-style-type: none"> - marketing receives color contract from customer - marketing inquires general manager on ETD 	Marketing
Day 19 P-Day 4		First Turnover	<ul style="list-style-type: none"> - first turnover is held - MAP, Turnover-LD, Color Contract and ETD are needed - every structural detail is discussed before engineering begins its works - double check vendor details with MAP for accuracy - marketing checks for accuracy of MAP-LD - management approves MAP-LD accuracy and vendor detail accuracy - PM fills out 1st Turnover Checklist 	Everyone
Day 19 P-Day 4		ETD and COC Amount	<ul style="list-style-type: none"> - ONLY management sets actual ETD - marketing establishes amount of COC price change - shipping confirms ETD 	Marketing Shipping
Day 22 P-Day 7		First 50% Remittance Confirmation	<ul style="list-style-type: none"> - treasury notifies marketing of remittance confirmation - if no remittance, marketing inquires customer - marketing recreates invoice for the Remaining 50% Remittance to reflect COC price change 	Treasury Marketing
Day 25 P-Day 10		Second Turnover	<ul style="list-style-type: none"> - second turnover is held - MAP is now crossed-checked with all mitek plans - all P.O.'s (quantity, color, packaging and lead-time) are reviewed against vendor acknowledgments for accuracy - any red-flags are noted and discussed - marketing notifies customer of potential red flags - PM fills out 2nd Turnover Checklist and after all signatures are collected, PM turns it over to GM for production approval 	Everyone
Day 25 P-Day 10		Product-Receiving Procedure	<ul style="list-style-type: none"> - P.O.'s for special items to go on product-receiving form in marketing - product-receiving procedure to take full effect 	Shipping
Day 30 P-Day 15		Remaining 50% Remittance Confirmation	<ul style="list-style-type: none"> - treasury notifies marketing of remittance confirmation - if no remittance, marketing inquires customer 	Treasury Marketing

			<ul style="list-style-type: none"> - marketing notifies customer of possible delay 	
Day 30 P-Day 15		Potential Backorder	<ul style="list-style-type: none"> - potential backorders are notified to marketing from shipping on given form - product-receiving procedure in its last stage takes full effect 	Shipping Marketing
Day 34 P-Day 19		Pick-Up	<ul style="list-style-type: none"> - any backorders at this point that can be avoided by shopping local stores, go get them 	Shipping
Day 35 P-Day 20		Delivery	<ul style="list-style-type: none"> - all documents now stamped FINAL for the first time - all documents go into container or truck 	Shipping
Day 40 P-Day 25		Courier the Documents	<ul style="list-style-type: none"> - marketing collects all export-related documents (bill of lading, commercial invoice, packing list, mitek engineered drawings, container layout) along with MAP; all documents must be stamped FINAL - marketing translates jobsite packing list - marketing checks for no discrepancy if letter of credit is issued for payment - marketing couriers the document packet to customer 	Marketing