SERIES SEATING

Contract Timeline Draft

Project ID Name:
Project Number:
Product Model:

Timeline #:
Today's Date:
Seat Count:

Contract Tasks and Approvals

#	Responsible	Description	Start After Task #		Start Date	#Days	Due Date
38	Sales	Submit Contract Timeline Draft Form to SERIES - 1 to 2 days		37		1	
39	Factory	Submit Contract Timeline to SERIES - 1 to 3 days	☐	38			
40	SERIES	Submit Contract Timeline to Customer - 2 days	☐	39			
41	Customer	Submit Contract to SERIES - 5 to 10 days	☐	40			
42	SERIES	Review Contract (If GC Contract) - 3 to 5 days	☐	41			
43	SERIES	Submit Contract to Customer - 3 days	☐	42			
44	Customer	Submit signed and approved Contract to SERIES - 5 days	☐	43			
45			☐				
46	Customer	Submit fabric and finishes approval to SERIES - 3 to 15 days	☐	40			
47	Customer	Submit chair sample approval to SERIES - 5 days	☐	40			
48	Customer	Submit seating layout approval to SERIES - 5 days	☐	40			
49			☐				
50	Customer	Notify SERIES jobsite is ready to be field check (10 days prior)	☐			10	
51	SERIES	Perform a field check - 2 days	☐	50			
52	Factory	Review field check versus critical dimensions - 5 days	☐	51			
53	Factory	Adjust seating layouts (if needed) - 1 to 15 days	☐				
54	SERIES	Submit seating layout to Customer (if needed) - 5 days	☐				
55	Customer	Submit seating layout approval to SERIES - 5 days	☐				
56			☐				
57	Customer	Submit approval to commence manufacturing to SERIES - 5days	☐	52			
58			☐				
60	SERIES	Submit Order to Factory to commence manufacturing - 1day					
				Contract Tasks and Approvals Total Weeks			

Purchasing Fabric & Finishes, Manufacturing, Shipping and Installation	Start Date	#Days/Weeks		Due Date
Fabric Lead Time (More than 56 days will Increase Product Lead Time)		56	8	
Fabric Transportation to Factory (Standard 14 days)		14	2	
Non Standard Wood Lead Time (Will increase product lead time)				
Wood Transportation to Factory (Will increase product lead time)				
Manufacturing (Standard 70 days)		70	10	
Manufacturing, Upholstery and Assembly (Standard 42 days)		42	6	
Shipping from Factory to Jobsite (USA/Canada 28 days)		28	4	
Timeline Installation Completion				
Installation Completion Date				

Total # of Weeks for Manufacturing, Upholstery, Shipping and Installation		

Delays - Series shall not be liable for delays in product delivery or installation due to customer approval delays, fires, strikes, war, governmental laws regulations or restrictions, accidents, or any other causes which are beyond Series' control.

Approved By: Name _____ Signature _____ Date _____