

# Window Installation Process

## Scheduling Your Project

*\*Within a couple weeks of your contract signing, we will contact you to schedule your final window measurement appointment.\**

### **The estimated project start date is listed in your contract.**

We strive to keep a tight schedule and do our best to provide an accurate start date so you may prepare. Because our projects are typically installed several weeks after contract signing, the estimated timeline is subject to shift due to weather and other factors. Please contact us anytime you would like an update.

### **When the time approaches to set up an exact start date, we will call you a week in advance to confirm with you.**

This date may change up to the last minute due to weather or unforeseen delays. We will update you as soon as possible if we need to make any adjustments.

**If you have specific dates that do not work for you, or other special notes, requirements or questions, please call the office ahead of time to let us know.**

## Preparing for Your Window Installation

### **Here are three things we need from you.**

1. Please have treatments down prior to our arrival. This entails any items inside of the window casing, including: blinds, shades, a/c units, and curtains adhered to the trim casing. Curtain rods mounted on the wall above the casing can stay. If you cannot remove any of the items inside the casing, please notify our team at the time of scheduling. Additional charges may apply for removal.
2. If you have pets, please make sure to keep them safe while we're working. And let us know their name(s), so we can help him or her feel comfortable.
3. Please allow our installers a 4-foot space around each window to work from.

## During Your Window Installation

### **What to expect on the first day of the project.**

Our window installers typically arrive early morning.

Our project managers will be in close contact with the installers during the entire project, making sure the job goes smoothly. Please do not hesitate to direct any questions or details to their attention.

## After Project Completion

In most cases, leftover materials will be removed immediately following your window project completion.

**We'll contact you to make sure our work met your satisfaction. We will mail out our end-of-project package, which will include your invoice.**

You may notice a Marshall sign proudly displayed outside of your home when we leave. We hope that you'll leave the sign up for a few days so that your friends and neighbors have a chance to see an example of our work, but you may remove and discard this sign at any time.

We guarantee our workmanship and are always just a call away: 401-438-1499.