



TONY GRANT'S
PAINTING CO

ADDENDUM TO PROPOSAL

We appreciate the opportunity to provide you with the attached proposal and we hope that you will choose *Tony Grant's Painting Company* to do your project. To assist you and hopefully answer some questions you may have, we are providing the following information.

Tony Grant's Painting Company takes pride in our professionalism and craftsmanship. Time is taken to prepare and protect your property as if it were our own, and to provide you with the best possible quality and service, with a commitment to handle every detail with care.

Our Steps to a Beautiful INTERIOR

Set Up

- Large furniture is moved into the center of room.
- All furnishings are covered with plastic sheeting; all floors are covered with canvas drop cloths.
- If applicable: wall and ceiling fixtures are removed and covered with protective tape and plastic.
- If applicable: hardware from doors, cabinets, switch plates and outlet covers. will be removed and carefully stored while painting. If it is not practical to remove hardware from doors and windows, we will protect the hardware with tape.
- Kitchen and bathroom cabinets, sinks, facets and other items are covered with plastic sheeting, if we are painting in these areas.
- If baseboards are painted, carpet is completely taped along the edges of the room.

Preparation

- If applicable: Walls are scuff-sanded; holes and cracks in walls are filled with spackling compound, allowed to dry, and sanded; gaps in wood trim and along wall/trim interface are caulked.
- Any stains are sealed with appropriate primer.

Painting

- Repaired areas are primed.
- Paint is applied with a brush, roller or sprayer depending upon surface.
- Walls are painted to proper coverage and finish color.
- Ceilings and trim (if we are painting these areas) are painted to proper coverage and finish color.
- Clean cut lines between trim and walls.
- Only premium quality paint is used, such as *Benjamin Moore, Sherwin-Williams, O'Leary's or Calkins.*

Clean-Up

- Furniture is moved back to original position; wall and, if applicable, ceiling fixtures are replaced and all hardware is replaced.
- Work areas are cleaned up, and all garbage (i.e., empty paint cans, liners, plastic sheeting, etc.) is removed from job site.
- Left over paint is labeled and left with customer.

Inspection

- Before the crew packs up their equipment, a final "walk around" is done to insure all contracted areas are painted properly.
- Final touch-ups are noted and are completed before the crew leaves.

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Customer's "To Do" List – As Applicable

- Remove pictures from walls.
- Remove table lamps.
- Remove small accessories from tables, shelving and mantel.
- Closets: Remove clothing and all contents if closets are to be painted.
- Remove contents of bookshelves.
- Remove dishes from top of china cabinet.
- Remove contents of kitchen cabinets if interior of cabinets are to be painted.
- Grandfather clocks should be secured or removed from area.
- Remove towels, rugs, shower curtains and accessories from bathrooms.
- Take down curtains and draperies (*please let us know if you need assistance*).
- Computer and stereo equipment, phones, and all electronic equipment should be unplugged from the wall.
- Alarm systems should be disabled.
- Make any necessary arrangements for pets.

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Scheduling: Upon acceptance of our proposal, we will place your job on our work schedule. At the time we met with you to estimate your job, we gave you our approximate backlog. We apologize for any delay in getting to your project, but we are also proud of our business and our customers. You will receive a call from our office informing you of our estimated start date. We realize the importance of your schedule, so we give you as much notice as possible. If you have any special considerations or conditions, please let us know and we will do the very best we can to accommodate you and to make special arrangements. When we are getting closer to the time for your project, we will contact you to arrange a time to go over your color selections and final details with respect to the actual day and time we will commence your job.

Weather and Other Effects on Scheduling: We make every attempt to keep our schedule on track, however, weather plays havoc on our schedule. For example, a rainy period can move our schedule back by one or many days. This delay affects jobs that are in progress as well as your job's schedule. In addition, all jobs scheduled prior to your job affect the schedule. Another example is if a customer requests additional work to be done, or unforeseen events occur on a particular job. Our company and its workers are dedicated to quality and detail to each and every job and, therefore, we will stay on a job until it is completed according to our industry and professional standards. This same dedication to detail and quality will be undertaken on your job as well and necessarily may cause delays with jobs that follow your project.

As you can see, many variables affect the scheduling of our work. We are familiar with the anxiety that goes along with the wait (remember, we are homeowners too). We will continue to keep you updated and informed. If you do have a problem, question or concern, please do not hesitate to call us.

Job Sign: With your permission, we will place a small, aesthetically tasteful sign in your yard. Oftentimes your neighbors inquire about the craftspeople working at your home.

Communication: Communication is key! We aspire to achieve 100% customer satisfaction and each of our employees associated with your job wants an A+. Communication ensures that we make the grade. Your project will continuously be inspected by us throughout the course of its completion. If you have any concern during the completion of your project, please bring it to our attention immediately so that we can take immediate action to resolve it.



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FOR YOUR PEACE OF MIND

We are a licensed contractor in the State of Michigan

License: Residential Licensed Contractor of the State of Michigan

Professional Organizations

Work Standard: Member, Painting and Decorating Contractors of America ("PDCA"), National Chapter
PDCA Residential Council

As a member of the PDCA:

- We follow published standards in the painting industry.
- We are knowledgeable in safety and OSHA regulations.
- We use the latest industry technologies

We are covered by insurance – so you are covered

Liability Insurance: Capital Insurance Services Corporation – 482-7900
Please feel free to contact our insurance agency for a copy of a Certificate of Insurance.

Workers' Compensation Insurance: Capital Insurance Services Corporation – 482-7900
Please feel free to contact our insurance agency for a copy of a Certificate of Insurance.

References: Up to date references are available and we are proud to provide them to you.

SPECIAL NOTE

There are many unlicensed and uninsured "contractors." **To protect yourself**, ask to see their state issued license which they are required to carry on their person. Be sure to ask for proof of insurance, both liability and workers' compensation, by asking that a "Certificate of Insurance" be sent to you directly from their insurance company. Before making your decision, first obtain the necessary documentation (their state license meaning the contractor has undergone stringent state examinations) and proof of insurance (so you are also protected). **Your investment** deserves the highest quality of professionalism and a company that is equipped for the job.