



375 Baig Blvd, Moncton, NB E1E 4H8  
Tel: (506) 389-3643

## Renovation Policy & Process

### 1. First site measure/consultation:

- a. One of our designers will visit your location to expertly assess the dimensions of your space, provide insightful recommendations and will consult with you on design and layout options.
- b. We will create an initial layout using our design program and will send you a 3D visual of your space via email for your approval. After receiving approval, we'll provide you with a quote.

### 2. Showroom Meeting:

- a. We'll schedule an appointment for you to visit our showroom to make any final revisions to your layout and select all your colors and styles. An updated quote will be provided based on your selections if required.
- b. Once the final quote is accepted, we'll draw up a contract detailing the entire job. A 50% deposit of the cabinet cost is required upon signing.

### 3. Second site measure

- a. Our sales manager will visit your location for a second site measure.
- b. All sink centers, electrical and ventilation will be marked on site.
- c. Your job is now put into production and all necessary materials will be ordered in. Changes **CANNOT** be made after this point.

### 4. Third site measure

- a. At this stage, all old cabinets must be taken down, and new walls framed (if applicable). We need a blank canvas to get the exact measurements for the new cabinets.
- b. Our sales manager will return to make sure all electrical, plumbing and ventilation has been moved/installed at the right location to correspond with our cabinet layout. This will catch any error left once the other trades have gone through the site.

**5. Timelines/Installation**

- a. Our current timeline is 8-12 weeks. This can vary depending on busy season.
- b. You will receive a call or text from our team to collect the final balance (50%) of the cabinet cost. This amount is due before delivery.
- c. You will also be provided with a delivery and installation date.
- d. It usually takes 1-2 days to completely install a kitchen. This time can also increase depending on site conditions and the complexity/size of your kitchen.

**6. Countertops**

**a. Laminate:**

- i. All laminate countertops will be installed at the same time as your kitchen cabinets.
- ii. If your sinks/faucets are on site we will cut the hole for them. Drains and water hookups are to be done by a licensed professional plumber of your choice.

**b. Quartz, Granite or Dekton:**

- i. All quartz, granite and Dekton countertops need to be laser templated by our countertop supplier after installation of base cabinets is complete.
- ii. It can take a minimum of few weeks until the countertops are cut and ready to be installed pending material availability.
- iii. All sinks and faucets need to be on site at time of templating otherwise this can delay the installation date.
- iv. If you are using an apron (farmhouse) sink, it will need to be dropped off at our Moncton office as it is used to template the front cut-out on the cabinet.

**7. Custom Range Hoods**

- a. If your kitchen design incorporates a custom hood fan insert (fan supplied by customer), it will need to be dropped off at our Moncton office as it is required to build the custom hood.

**8. Garbage**

- a. If dumpsters are not provided on-site, clients are responsible to dispose of all cardboard and materials left behind once cabinets have been installed.
- b. Cabinet cleaning service is available at an additional charge which is outsourced to a professional cleaning company.

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Customer

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Extreme Kitchens

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Date