



AMB Business Procedures

1. Contactor sends AMB completed RFQ together with shop drawings
2. AMB provides quotation for project. Quotation includes both the cost of the warranty and the required inspections
3. AMB invoices Contractor for 50% of WTW quotation amount
4. AMB sends Checklist to Contractor for use in project's construction
5. Payment is received

Project moves to inspection stage

6. AMB books orientation inspection as per quotation
 - a. AMB needs a minimum 10 days' advance notification of project construction
7. AMB Inspector will meet with Contractor to discuss the project with the Contractor
 - a. Inspector will prepare an inspection report to be given to the Contractor
8. Required photographs are to be submitted to AMB as requested in the Quotation and by the inspector
9. If there is one or more in-progress inspection(s), AMB requires a minimum 10 days' advance notice prior to each inspection
 - a. Inspector will prepare an inspection report to be given to the Contractor
10. As mentioned in #3, AMB will invoice Contractor for remaining 50% of WTW quoted amount
11. Payment is received
12. For the final inspection AMB needs a minimum 10 days' advance notification of project completion
 - a. Inspector will prepare an inspection report to be given to the Contractor
13. Any other remaining cost agreed will be invoiced at this time
14. Contractor acknowledges that all required work is completed and signs off on final inspection report

Final stage to certification completion

15. Contractor sends all signed documentation – Weathertightness Warranty Agreement, Contractor/Installer Certification, and final payment if necessary to AMB
16. AMB executes Warranty and provides copy of executed docs, Preventative Maintenance Manual & Certificate to Owner