



## TILE ORDER PROTOCOL

### **Standard Tile Order:**

Tile # = Configuration

Size = A or B

Verify that tile # and pieces ordered to go with tile are accurate.

### **Custom Tile Order:**

1. Gather Specifications and Complete Well Diagram Form.

Fill in specs for each internal and external measurement indicated in drawing. In addition, indicate total quantity of Tile configurations and which Tile configurations are needed (Tile #)

2. If custom cut-outs are needed, exact details with exact dimensions need to be provided.
3. Send completed spec drawings/Well Diagram to Bugambilia.
4. Bugambilia produces a CAD based on spec drawings/Well Diagram form.
5. Bugambilia will review and check CAD for accuracy, and sign off prior to forwarding CAD.
6. Bugambilia sends CAD to customer with estimated costs. CAD will reference a Project name.
7. Customer MUST sign off on approved CAD (or make changes, and then go through steps 2-7 again).
8. All Dealers' P.O.'s must include reference to the approved CAD Project Name.
9. All Tiles are non-returnable and non-refundable.