



Step One

Salesperson shall generate a Project Estimate and Design. These forms shall have a Job Number, Job Code, Job Address, Contact Info., Scope of Work, Material List, and Requested Job Start Date.

Step Two

Salesperson will give a copy of the material order form to Cheyenne and one to the Cable Division (***this can be done in an email attachment and must be submitted a minimum of 3 days prior to your requested Job Start Date***). This does not guarantee that the Project can start in 3 days! No project will be scheduled in less than 3 days and some projects will require more than 3 days to schedule due to factors beyond our control (there are exceptions to every rule). The Cable Division should also get a copy of the entire Project Estimate Worksheet.

Cheyenne will then order the material from Graybar Electric Inc. as first choice as our Project Estimating Program is based on Graybar Pricing. (***Unless alternate pricing has been quoted by Graybar and other suppliers. This pricing must be cleared by Cable Division before any orders are placed based on alternative pricing***) If any material can't be obtained on time from Graybar then alternate suppliers may become an option.

Cheyenne will inform the Cabling Division when the order has been placed giving a date that material will be at the Trius Technologies Inc. warehouse and staged. When the Cabling Division has received this information from Cheyenne the project scheduled date can be confirmed and the salesperson will be notified of the true Job Start Date.

Cheyenne shall pickup or have delivered any ordered material and have staged with any material pulled from Trius warehouse (***cable installers shall not pickup material from suppliers except for rare occasions***).

The key to getting your project installed on the requested Job Start Date is to get your paper work in ASAP to allow for the above process to be performed in a timely manner.

Step Three

Cheyenne will notify Salesperson and Cable Division when order has been staged and Material Checkout Form has been filled out. Cheyenne will add to the material checkout form **any tools** needed by the Cable installer (this can be done in an email).

Step Four

Cable Division will dispatch Project to Cable installer.



Step Five

Cable installer shall pickup Project Design then checkout material and tools signing for material and tools on the bottom of Material Checkout Form taking full responsibility for the material and tools being signed for.

Step Six

Cable installer will install project.

Step Seven

Cable installer shall check in **all unused material and Trius tools** using the Material Check in Form. Cheyenne will sign for material and tools being checked in. Cable installers shall place all paperwork in Cheyenne's mail box.

Step Eight

Cheyenne shall submit to Cable Division all forms (checkout, check in and Project Estimate Form) keeping a electronic copy for his files.

Step Nine

Cable Division will add labor and generate job costs. Cable division will then attach this information to Project Worksheet and place in Salespersons mail box.

Step Ten

Salesperson will bill and close job.