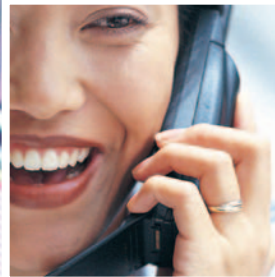


# Project Services



## CURRIES Project Services Department

CURRIES Project Services Department is your contract hold metal support team. Shop drawings and order writing services are available to CURRIES distributors on an “as needed” basis. We are not trying to provide you a full time service for your contract work but simply lend a helping hand to you when you need it. Our team of experts will coordinate with your Project Manager these crucial services needed to complete any project you have. A Project Manager from your office must be designated for each project that goes through this department.

CURRIES expectation is that you (your designated Project Manager) will handle all of the communication with architects and contractors as well as determine the cost impact of all changes to the project. CURRIES will be happy to participate in conference calls as needed provided your project manager is also included.

After your successful bid on a project, our team of experts will produce shop drawings for submittal to gain approvals from the Architect and General Contractor. When the shop drawings are approved, and an approved hardware schedule has been received, we are ready to write the order for you so the project can be produced and shipped to you or its final destination.

Frame projects may be welded in Mason City or shipped to any of the regional Door Group Service Centers for assembly and welding. This can save you freight dollars by routing jobs through one of the regional service centers, where you can receive discounted pool ship freight rates to the service center from Mason City. Each of the Regional Service Centers is fully equipped to produce the welded frames required on any project, and is staffed with qualified professionals ready to serve your needs.



## Shop Drawing Requests

---

### Shop Drawing requests must include:

- Full sized architectural plans
- Project specifications, including addendums and alternates, with indications of which of these have been accepted.
- Door schedule
- If applicable, quote and/or estimate

### Timing

CURRIES will conduct a preliminary meeting on each new project that is sent to us for Shop Drawings. From this meeting we will communicate back to you any questions we have that will need to be answered before we can proceed with the submittal.

Our normal lead-time for the original submittal is 10-15 working days, but this lead-time may vary, depending on the size of the job and the volume of requests we have at the time. Lead-times will be quoted on each shop drawing following receipt of all answers to questions raised at the preliminary meeting.

Six (6) hard copies of the original submittal will be provided. Any additional questions that arise as we are preparing the shop drawing will be sent along with the original submittal.

Revisions to the original submittal will be done within 5 working days.

CURRIES will not accept a release of shop drawings until all questions have been answered and a shipping schedule and approved hardware schedule have been received.

### Shop Drawing Fees

Shop Drawing charges will be \$2.00 net per opening on frames of up to 5 frame pieces, with a minimum per job charge of \$100 net. Frames of more than 5 pieces will be charged at a rate of \$.50 net per frame piece. Additional copies of shop drawings are \$20.00 net.

Shop Drawing fees will be applied at the time the first order is placed, or 9 months after the original submittal is sent, whichever comes first.

## Order Writing Requests

---

### Order Writing requests must include:

- Approved set of shop drawings
- Approved Hardware schedule (vertical preferred)
- Legend / manufacturing symbols page
- If applicable, copy of CURRIES quote or estimate
- Your purchase order with shipping schedule information

### Communication

A specific coordinator and order writer will be assigned for each project, and either or both of these may contact you directly with questions on your order.

### Timing

A hard copy of the written order is sent to you within 5 working days of receipt of complete order information. Quick ship orders are written within 2 days.

At the same time we send you your copy of the order, it is also released for order processing and production. Current manufacturing lead times will apply unless you have specified an extended ship date on your purchase order. CURRIES manufacturing lead times are from coordination of order to shipment. In order to meet these lead times, any questions generated during processing must be answered in a timely manner.

### Order Writing Fees

Order Writing charges will be \$2.00 net per opening, with a minimum per job charge of \$100 net.

If CURRIES completes the Shop Drawing for a project, we will write the order if requested for an additional 10% of the Shop Drawing charge, with a minimum per job charge of \$50.

 **CURRIES**<sup>®</sup>

**ASSA ABLOY**

CURRIES • 1502 12th Street NW • Mason City • IA 50401  
Phone: 641-423-1334 • Fax: 641-424-8305  
Website: [www.curries.com](http://www.curries.com)

ASSA ABLOY, the global leader  
in door opening solutions

