



P.O. BOX 6303 • WILLIAMSBURG, VIRGINIA • 23188
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Project Process

Congratulations you have made the right decision by choosing to make a wise investment in your home! Now you are almost certainly wondering when we will be getting started on your project. As outlined at in the bottom of your Contract you will see an estimated start date. This will be an estimated time of when we can get you into our work schedule. Depending on the size and the scope of your project there may be several things that will occur preconstruction:

1. **Selection Appointments**; these are appointments that will be made to select materials (colors, textures, etc..) as outlined in your Contract. Many times there will be allowances in your Contract for selections.
2. **Ordering Material**; I will ensure your approved selections and or other material are ordered promptly. Depending on availability all items may not be readily available or may be special order. Please keep this in mind when you are making your selections if time is of the essence.
3. **Soil Test & Miss Utility**; depending on the scope of the project outlined in your Contract and the specifications therein. We may need to provide the locality requesting it with a soil report from a licensed testing facility. Unless special provisions are in your Contract for the homeowner to provide this test RightWay will provide this for you if deemed necessary. Please refer to your Contract Terms & Conditions for more information pertaining to this matter. For all digging RightWay Remodeling will contact Miss Utility to mark underground utilities (this does not include your sprinkler system please flag before we get started if deemed necessary).
4. **Scheduling**; my assistant will contact you approximately 1-2 weeks prior to the date I have you in our projected schedule. Please keep in mind that a copy of your LEGAL PLAT (showing permanent structures) will be required for any additions (decks, fencing, screened porches, anything added to the existing dwelling). This is your responsibility to get to us we will need this to obtain proper permits from your locality. Payment Schedule is outlined at the bottom of your Contract please be ready to give your Start payment to the remodeling professional assigned to your project. If you so wish to pay by credit card you may do so on our website or call my office.

Project Readiness Tips:

1. Be sure to read the Terms & Conditions outlined in your Contract.

2. Be sure to have any personal belongings, furniture, or wall pictures moved and ready for Construction to begin.
3. Be sure to have parking readily available.
4. Be sure to set aside time for the first day we are on your project as your remodeling professional has a Client Care form to go over with you to ensure maximum communication.

Project Day 1:

Finally construction & demolition can begin. My assistant & I will be in contact with you daily to ensure constant communication with the progress of your project. This may include material and inspection updates and so on. If any questions or concerns arise regarding scheduling, materials, workmanship, payments, or any general concerns and compliments please contact our office and I will be more than happy to assist you.

Office Hours & 24 Hour Phone Assistance:

Our phones are answered no matter what time or day of the week for your convenience. However only emergency calls will be returned after office hours. All other calls will be returned the following business day. Office Hours are Monday – Friday 7:30-4:00.

“Here at Right Way Remodeling we take pride in offering outstanding service to our happy clients. Thank you for allowing us to do the same for you!”

Warmest Regards,

Gina L. Bunker
Business &
Production Coordinator
Managing Owner

Jonathan C. Bunker (J.C.)
Field Manager &
Production Manager

Gina L. Bunker
Business Manager &
Production Coordinator

~ Please visit our website at www.rightwayremodeling.com ~

