



Welcome and thank you for choosing Newman Windows & Doors for your construction project. Below are some items we will need to get completed to stay on track with our estimated time frame for your project. You will also find additional points of contact for Installation & Inspection scheduling. Please review the list and contact us with any questions:

- Signed Documents - Sales Contract, Map, Door Forms, if applicable, Permit Application, Notice of Commencement and Royal Palm Beach affidavit, if applicable. Must send original signatures / Attention to Kayleigh.
- Deposit Payment and/or Financing Documents. Call with a credit card or follow the self-pay link on our website.
- A Lead-based paint test is required by EPA for homes built prior to 1978. This cost has already been included in your contract total. Please contact Kim, our Lead Testing Consultant, at 954-298-8243. Provide us with the results after.
- Final Measure Appointment - We will reach out to schedule this appointment with you and will need someone present at the jobsite, as we will need interior and exterior measurements of each opening to be replaced.
- Homeowners/Condo Association Approval, if applicable - Please get the Architectural Change Request form from your association and send it to us by post or e-mail. Our sales coordinator will assist in filling out the form and attach all necessary documents, then send it back to you to sign and turn into your association. Once approval is received, we will need a copy of it to proceed with ordering, permitting and installation.
- If your home is listed under a Trust, you will need to provide copies of certain pages of the trust - including the names of everyone included in the trust and the signature pages of the trust.
- If your home is newly purchased and Palm Beach County Property Appraiser has not been updated, please provide a copy of your Warranty Deed, which is needed for permitting.

Here are your next points of contact. We will be moving forward with preparations for your project. Our scheduler will be reaching out to you with an update in the coming weeks. If you have any questions or concerns prior to that, feel free to contact us.

Installation Information & Scheduling: (561) 640 -1092 ext. 212

Inspection Scheduling: Dakota Lucas (561) 640 - 1092 ext. 208