

# APPROVAL PROCESS FOR NEW ORDERS

**Step 1:**  
*Quote  
Generated*



**Step 2:**  
*Purchase order  
is sent to the  
Customer  
Account Rep*



**Step 3:**  
*Process  
order, shop  
drawing is  
generated*



**Step 4:**  
*Shop  
drawing  
must be  
reviewed,  
signed, and  
returned to  
Customer  
Account Rep*



**Step 5:**  
*Final  
drawing  
generated  
and  
approved*



**Step 6:**  
*Project is then  
placed into  
the production  
schedule*

