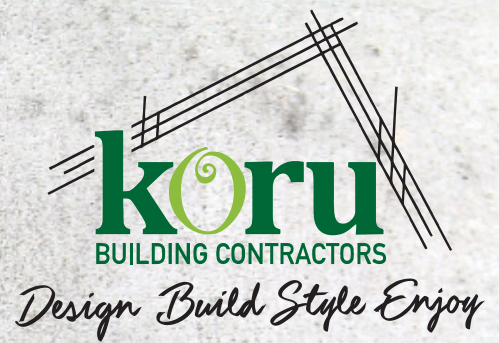


10 STEPS TO DESIGN AND BUILD



1 INITIAL CONTACT

Get in touch with us by phone, email or by popping into our office for an informal discussion about your building project. We will ask you a few questions so we can get to know more about you and you can ask us any questions you may have about the building process.

2 OUR DESIGN YOUR DESIGN CUSTOM DESIGN

We will work with you to establish your design criteria and identify a building budget. If you're borrowing money from your bank to build, we suggest that you seek pre-approval from them at this stage so that you know how much they are willing to lend. You can use our plans, your plans or we can work with you and our designer to create a custom design. You should bring with you a 'wish list' of things you want in your home and any images of design or style ideas that you like.

3 PRELIMINARY AGREEMENT

As your chosen builder, we may ask you to enter into a Preliminary Agreement before signing a Building Contract. The Agreement sets out any costs that may be payable for the works listed in the Agreement. This Agreement allows us to undertake work such as concept plans, site surveying, contour planning, soil testing, wind zone rating and to identify any Council by-laws and zoning requirements that will affect the building process.

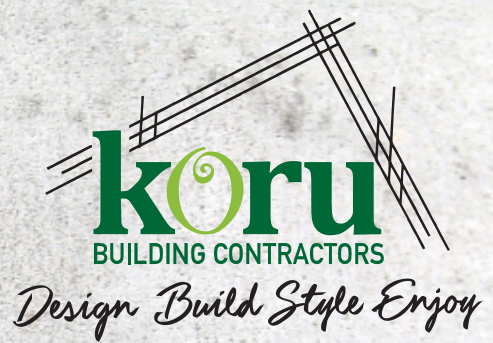
4 PRELIMINARY DESIGN AND ESTIMATE

If you are building with a custom design, it is common to have plans drawn to a preliminary stage during the design process so that you can make changes to the design before full construction plans are completed. We will provide you with an estimate for your building project based on these preliminary designs. If you are using our plans or your own plans, we can also provide you with an estimate for your building project at this stage. A Development Application may also need to be submitted to Council for design pre-approval before proceeding any further with the building process.

5 CLIENT APPROVALS AND SELECTION PROCESS

Once you are happy with your building design, we will arrange for the final construction drawings to be completed and for engineering certification to be done. We will meet with you to finalise the detailed specifications, selections and inclusions list. Whether you are using our plans, your plans or customised plans, we can now provide you with an accurate quote which includes a detailed inclusions list based on your final selections. We will also provide you with a building time line setting out the completion dates for each of the building stages.

10 STEPS TO DESIGN AND BUILD



6 CONTRACT AND DEPOSIT

Once you have accepted our quote, we will ask you to sign an HIA (Housing Industry Australia) Building Contract based on your specific design and specifications.

After signing the Contract, a deposit will be required to be paid and any finance arrangements with your bank (if any) will need to be finalised.

7 BUILDING APPROVALS

We will submit the design for Council approval using a private Building Certifier. Construction approval will generally take 2 weeks.

8 LET'S BUILD

Once plans have been approved by Council, the onsite building process will commence. We will give you access to our online project management system where we will keep you up to date as we deliver your building project on time and on budget. During construction, we will be in regular contact with you and at some stages, we may have onsite meetings with you to discuss various construction elements of your building project.

Progress payments are required at set stages as they are completed throughout the project and will be outlined in your Building Contract.

9 HANDOVER

Once the building process has been completed, we will meet with you onsite for a handover meeting where we conduct a detailed inspection and walk through. We will finalise all the paperwork, certificates, warranties and manuals, and talk through any features or questions you may have. At this meeting, we will also hand you the keys. It's now yours to enjoy!

10 ONGOING SUPPORT

It is quite normal for minor items to require attention as a new home or building project 'settles' and this is why we provide a 12 month defects period. Your QBCC Home Warranty Insurance provides a Structural Warranty for a period of 6 years 6 months.