



2040 Bluestone Dr.
St. Charles, MO 63304



 Job Number:

Dear

On behalf of the entire Donovan family, I'd like to thank you for choosing us as your trusted roofing contractor. We look forward to getting to know you throughout the entire build process. You will receive a phone call soon confirming the material delivery and build date with your ROOFING specialist. See a list below of our process.



SCHEDULE ROOF BUILD & DELIVERY

After a build contract is signed, we will review the file within 48 hours to ensure all materials, permits and all other insurance related items are obtained.



MATERIAL DELIVERY + ROOF BUILD

We will reach out to you by phone to schedule material delivery (typically 1-2 days prior to build) to your home & keep you updated on the day of build, weather permitting. Your property will be protected & thoroughly cleaned.



POST-ROOF INSPECTION & INSURANCE SUPPLEMENTS

During and after your project, our office will document any additional damages to send to your insurance company & thoroughly inspect the property within 48 hours after the build to ensure quality.



ADDITIONAL TRADES (SIDING, GUTTERS OR INTERIOR)

If applicable, after the Roof build, we will schedule any other trades to your home. This will typically be 1-2 weeks weather permitting.



FINAL PAYMENT + WARRANTY PAPERWORK

After the insurance releases the remainder of funds, the final payment will be collected along with your provided warranty paperwork.

Once again, thanks for choosing Donovan Roofing. Rest assured, your Roof is as important to us as it is to you. So if you ever have any questions or concerns about your Roof, please don't hesitate to contact us. You can reach our office at 636-685-0808 or DonovanRC.com

Sincerely,

THE DONOVAN TEAM

