

## Understanding Add-Ons and Change Orders During Your Project

As your project takes shape, it's completely normal for new ideas or necessary adjustments to arise. At Burkard Custom Cabinets, we want to make sure every change—big or small—is handled smoothly and transparently. That's why we've created this guide to help you understand how **add-ons** and **change orders** are managed throughout your project.

### What Are Add-Ons?

Add-ons refer to any new features, upgrades, or modifications that were **not included** in your original quote. These are typically **client-requested enhancements** made during the project.

#### Examples:

- Adding more cabinets or storage (because who doesn't love extra space?)
- Adding a pull-out trash can or drawer organizer
- Adding decorative trim or crown molding

### What Are Change Orders?

Change orders apply to **adjustments in the original project scope** after your Final Project Quote has been signed and approved. These could be necessary due to site conditions, design clarifications, or evolving client needs.

#### Examples:

- Changing cabinet dimensions after the final design was approved
- Widening a range hood after the cabinetry has been designed
- Adding glass inserts into cabinet doors that were originally specified as solid wood

### How to Handle Add-Ons & Change Orders:

1. **Start the Conversation:** Whether it's a new idea or a necessary adjustment, please speak directly with your on-site Project Manager or contact Amie Kinderman at 610-999-7256. You can also message us through JobTread to begin the conversation.
2. **Review and Estimate:** Our team will evaluate the request and prepare a verbal or written estimate outlining any added costs or timeline impacts.

**3. Approval Required:** We won't proceed with any add-on or change order work without your written or verbal approval. All changes will be documented in your project file and reflected in your final invoice.

### **Billing and Documentation**

All approved add-ons and change orders will be added to your project's Final Invoice, which will be due upon completion of your project, along with any outstanding balance. You'll receive a summary of each item for your records.

### **Questions or Ideas?**

We're here to make your space exactly what you envisioned—and more. If something new comes to mind, don't hesitate to reach out. We're happy to explore ways to bring your evolving vision to life while keeping everything organized, transparent, and stress-free.