



## Everwood Processing Drawing Submission Checklist

Understand what information helps us provide faster and more accurate project reviews.

<p><b>Project Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project name</li> <li><input type="checkbox"/> Project location</li> <li><input type="checkbox"/> Architect / designer</li> <li><input type="checkbox"/> Builder / contractor</li> <li><input type="checkbox"/> Primary contact information</li> <li><input type="checkbox"/> Desired project timeline</li> </ul> <p><b>Application Details</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cladding &amp; siding</li> <li><input type="checkbox"/> Decking</li> <li><input type="checkbox"/> Ceilings &amp; walls</li> <li><input type="checkbox"/> Soffits</li> <li><input type="checkbox"/> Custom laminated beams</li> <li><input type="checkbox"/> Shou Sugi Ban</li> <li><input type="checkbox"/> Wire brushing / factory finishing</li> <li><input type="checkbox"/> Other application (specify)</li> </ul> <p><b>Drawing Requirements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan views included</li> <li><input type="checkbox"/> Dimensions clearly shown</li> <li><input type="checkbox"/> Attachment / fastening details provided</li> <li><input type="checkbox"/> Detail callouts included where applicable</li> </ul> <p><b>Material Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Material specified</li> <li><input type="checkbox"/> Species identified (Kebony, Accoya, Lunawood, Cedar, Hardwood, etc.)</li> <li><input type="checkbox"/> Material thickness identified</li> <li><input type="checkbox"/> Profile information provided</li> <li><input type="checkbox"/> Finish requirements identified</li> <li><input type="checkbox"/> Sample requirements identified</li> </ul>	<p><b>GRAD System Projects</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board orientation identified (horizontal, vertical, diagonal)</li> <li><input type="checkbox"/> Rail system requirements</li> <li><input type="checkbox"/> Board dimensions</li> <li><input type="checkbox"/> Transition details</li> <li><input type="checkbox"/> Corner and trim details</li> </ul> <p><b>Custom Processing Requirements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shou Sugi Ban</li> <li><input type="checkbox"/> Wire brushing</li> <li><input type="checkbox"/> Factory finish</li> <li><input type="checkbox"/> Custom laminated beam requirements</li> <li><input type="checkbox"/> Special fabrication notes</li> </ul> <p><b>Additional Project Support</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photos, renderings, or reference images attached</li> <li><input type="checkbox"/> Areas of concern</li> <li><input type="checkbox"/> Quantity estimates</li> <li><input type="checkbox"/> Delivery location</li> <li><input type="checkbox"/> Additional notes</li> </ul>
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Submitting complete drawings and material information helps Everwood Processing review projects more efficiently, identify potential issues earlier, and provide accurate recommendations, pricing, and lead times.