

Pod - Client meeting checklist

Client name
Best email for invoicing
Date of Meeting
Meeting Number
Location
Date of Site inspection
Plans & drainage supplied
Electrician and plumber quoted
Pod quoted client
Survey provided

For Pod Proposal

Floor Coverings- Laminate	
Floor Coverings- Carpet	
Main room Blinds- Colour and style	
Bedroom partial window Blind- Colour and style	
Colourbond colour	
Window Frames colour (black standard)	
Lighting (warm/cool)	
Kitchen lighting (standard yes)	
Gas/ Electric	
Wardrobe doors (standard 2 frosted 2 mirrored)	
Velux Skylight (standard is fixed with honecomb blind)	
Airconditioning	
Fans	
Render on which side of Pod	
Doors- Cavity or swing	
Parking	
Landscaping	
Water tank (standard 5000L woodland grey)	
Completion date requested	

Extras