



One-Touch Automation, Inc.

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FAST TRACK PM INITIAL LETTER

Dear {Contact},

My name is {Project Manager} and I am the Project Manager for your project. I will be your primary contact for the coordination and installation.

I wanted to provide you with information and a timeline for your project. You have already signed the contract, which started the ball rolling on this end. Here is the full process:

- Contract Signed
- Deposit Invoice Sent
- Deposit Invoice Received
- Equipment Order
- Equipment Received
- Installation Scheduled
- Equipment Pre-Configured, Programmed and Tested at our Shop
- Installation
- Client Training
- Final Invoice Sent
- Final Invoice Received
- Satisfaction Survey Sent

This is the full process that I will be working through to ensure you have a successful project.

We also want to make sure you can see all of your project folders, which includes: Current Contract, Archived Contracts, Design Documentation, Invoices, Project Photos, and Punch Lists. Below is an invite link to your Google Shared Folder. You can save this link and will have access to your Folder whenever you need it.

[Google Link](#)

We typically run around 2-3 weeks out for installation upon Paid Deposit. That gives us enough time to order/receive all product and make sure it is ready for installation. That time frame might fluctuate slightly deepening on current Supply Chain Challenges. I will keep you informed.

During our Pre-Configuration and Programming, we will be reaching out asking information that you want in the configuration.

I am looking forward to working with you and if you have any questions along the way, feel free to reach out. My normal working hours are Monday-Friday 8:00-5:00. You can reach me via Phone or Text at 317-896-1393 or via email at: ryan@one-touchautomation.com

Sincerely,