

Payment Collection for every stages

STEP	ACTION	NOTIFICATION
STEP 1	AE Payment Raise	Client, RM
STEP 2	QS Review	Client, RM, AE
STEP 3	QS Head	Client, AE, RM
STEP 4	Client Paying Amount	RM, AE
STEP 5	AE Accept	RM, Client

Estimate Create work flow

STEP	ACTION
STEP 1	AE requesting for estimate
STEP 2	QS complete the estimate send to QS head
STEP 3	QS head or GM review and approve the estimate
STEP 4	AE approve the Estimate or reject to QS
STEP 5	Client approves estimate or reject to AE

Additional Work work flow

STEP	ACTION	NOTIFICATION
STEP 1	AE Raise sending work + Quote	QS, RM
STEP 2	QS providing the quote	RM, AE
STEP 3	GM/QS Head approving	RM AE
STEP 4	AE accepting to work	Client
STEP 5	Client accepting for work	RM , AE