Evaluation & Consultation

info@fairlineinc.ca www.fairlineinc.ca

PREFERRED PARTNERS - SCOPE PACKAGE

Welcome to Fair-Line,

Below is Fair-Line's Scope Package developed for our Preferred Partners. This Package is not intended to replace any processes that you may currently employ but rather compliment your existing operations. When utilized in combination with your Fair-Line Specialist this Scope Package will not only Improve the Efficiency of your Scope and Estimating Process but will also Create Scope/Estimating Consistency throughout your Organization. In addition, it will Improve your Customer Experience and Maximize your Profitability. With Fair-Line, clients receive only the best the industry has to offer, Practical solutions which Save Time, Save Money, provide Piece of Mind and the Customer Service Edge this environment demands.

Scope Process:

Print off attached Scope and sketch sheets.

There are separate Emergency and Reconstruction Sheets in this package. In most cases the Emergency Sheet can be utilized for all situations. It is even set up so that your Technicians will be able to record 99% of the information that Fair-Line needs to complete an Emergency and/or a Reconstruction Estimate. This will reduce the need for Project Managers to visit sites if this is something that you choose to do.

2. When on site, fill out the Scope Tic Sheets ENTIRELY.

If an item doesn't apply to that room, put "N/A" or "-" so we know that it has been considered and it hasn't been missed. IMPORTANT: There should be virtually NO NEED to do anything more than to Y/N/"TIC". Our Sheets are designed to keep things simple. It may not seem like enough information but if they are filled out correctly, along with the Sketch and Photos, this is generally all your Fair-Line Specialist will need.

3. Measure and Draw the Sketch.

(Note: Fair-Line doesn't need the sketch to be to scale, only correct dimensions are needed.)

4. Take Photos of Each Room Affected.

Ensure that you are taking "overview" shots of each room. Typically, a photo from each corner of an affected room will be enough.

5. Upload your photos to the Xactimate Assignment.

If there is no assignment you can send us your photos via Email/DropBox/Google Drive and we can add them to Xactimate when we create the file in Xactimate. (Note that because there is sometimes a large number of photos for a loss most of our Clients have found that it usually works best if they simply upload them to Xactimate in a file they have created verses trying to send them through some sort of service like DropBox or Google Drive.)

- 6. Send the assignment to the Cloud and/or send us a copy of your ".ESX" file(s) if applicable.
- 7. Scan or take a photo of your Sketch and Scope Sheets. Email to info@fairlineinc.ca.

In the subject line of your Email ensure that you put the ADDRESS and LAST NAME of the client (and your file number if you track files that way). In the body of the email provide us with:

- Your Xactimate ID and Password (if you use Xactimate Online and want Fair-Line to access your ".ESX" files that way).
- \checkmark The name of the Insurance Company, Adjuster, Claim # (if applicable).
- ✓ What the P&O Rates should be. (10&5, 10&10, etc.)
- Whether you are requesting an Emergency Estimate, a Reconstruction Estimate. Or Both.
- ✓ Any ICC/Sub-Trade Quotes/Invoices or if they are still Pending.

AND THAT IT. IT'S THAT SIMPLE.

Fair-Line will take care of the rest. Your Estimate will be sent to you within 2 business days.

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Casing

Jamb(s)

Door(s)

Other

Cabinet(s)

NOTES:

Casing

Jamb(s)

Door(s)

Other

Cabinet(s)



Casing Jamb(s)

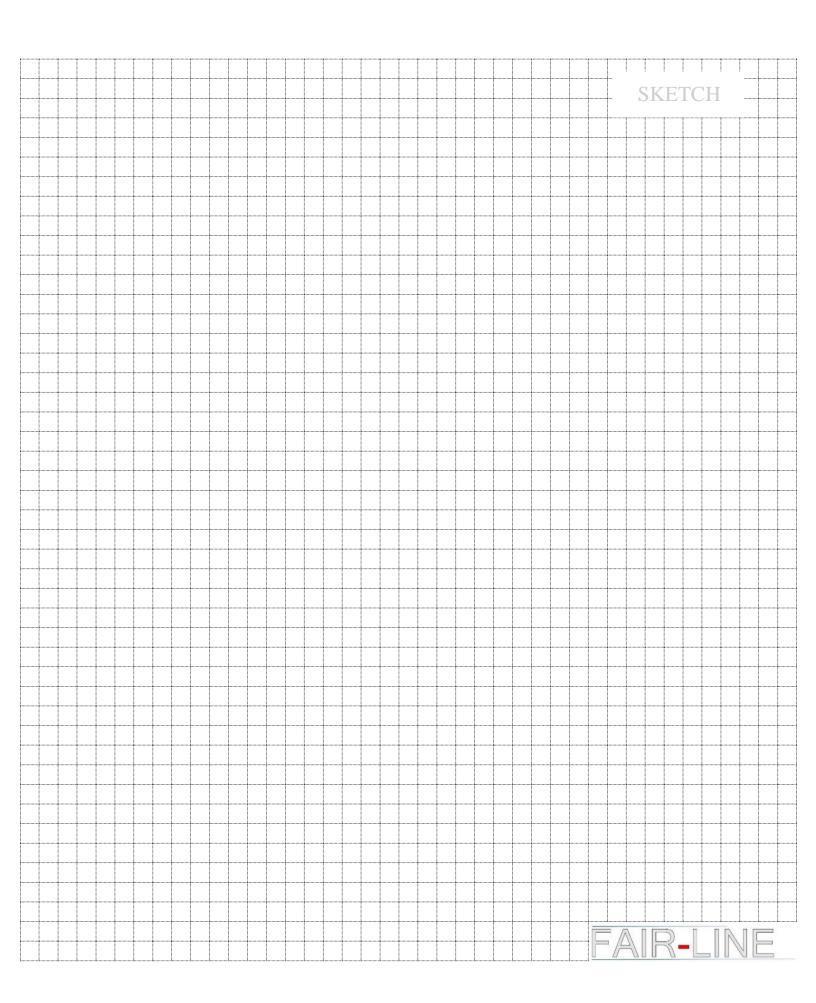
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Other

Cabinet(s)

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Other



ADDRESS: 123 Main Street

CAUSE/TYPE LOSS: Water / Toilet Overflow RGENCY

CLIENT NAME: John Doe

ASBESTOS SAMPLE(S): 0/N # OF 2

ICC SAMPLE(S):

INSURNACE COMPANY: General Insurance Company

O/N # OF carpet pad and carpet

DATE OF LOSS: June 3, 2016

SUB-TRADE(S) USED: **O/N** TYPE: Plumber

LEVEL / FLOOR: Basement

ITEM	LOCATION(S) / AMOUNTS(S) (BDM/LVG/BTH/KIT/HALL/DIN/REC/FAM) / %/ROOM	AIR # OF	MOVERS # OF DAYS	SAMPLES TAKEN (CIRCLE APPLICABLE)
EXTRACTION	Bath 100%, hall 50%, bedroom 75%, storage 30%	5	3	PAD/ (ARPE)
ANTI-MICROBIAL	Same as above + 2 feet up walls where drywall removed in bedroom	D	EHUS	CASING CASING CASING PAINT
CONTENT MANIP.	Contents moved out in bedroom and in closet.		3	OTHER

	Affected? Y / N / NA	Removed? Y / N / NA	Amount % or #	After Hours?
Insulation	- :	-	O	
Drywall	у	у	8'x2	n
Ceiling	- 1	-		
Carpet Pad	-	-		
Carpet	-	-	¥	S.
Flooring	у	у	all	n
Baseboard	y	y	all	у
Casing	у	у	21'v	n
Jamb(s)	у	n	21'	
Door(s)	-	-		
Cabinet(s)	Y	n	3 ft	
Oth Toe kic	k and gable	end affect	ed	

ROOM:	Hallway						
	Affected?	Removed?	Amount	After			
	Y / N / NA	Y/NAMA	% or #	Hours?			
Insulation	-	6					
Drywall	у	у	6'x2	у			
Ceiling	- (7			
Carpet Pad	у	у	100%	Ŋ			
Carpet	y	y	/100%	V _y			
Flooring	(-	- 1					
Baseboard	y	у	50%	у			
Casing (у	y	42'	n			
Jamb(s)	X	7 n	42 ft				
Door(s)	(-)	/ -	-				
Cabinet(s)	NA	8					
Other							

ROOM:	Bedroom			
	Affected? Y / N / NA	Removed? Y / N / NA	Amount % or #	After Hours?
Insulation	у	у	10'	n
Drywall	у	у	15'x4	у
Ceiling	- 1	-)	3	
Carpet Pad	у	у	100%	у
Carpet	у	у	100%	у
Flooring	J - 7	-		
Baseboard	у	y ,	30ft	у
Casing	у	у	42'	n
Jamb(s)	у	n	42 '	
Door(s)	у	n	bifold	у
Cabinet(s)	NA			
Other				

ROOM:	Storage							
		Removed? Y / N / NA	Amount % or #	After Hours?				
Insulation	у	у	3'	У				
Drywall	у	у	3'x2	y <				
Ceiling	- 1		5					
Carpet Pad	- 1							
Carpet	- 8							
Flooring	-							
Baseboard	-							
Casing	-							
Jamb(s)	v	n	21'	n				
Door(s)	-							
Cabinet(s)	-							
Other Dry	wall is fire	taped only.						

		Removed? Y / N / NA	Amount % or #	After Hours?
Insulation				
Drywail				
Celling				
Carpet Pad				
Carpet			3	
Flooring				
Baseboard				
Casing				
Jamb(s)				
Door(s)				
Cabinet(s)				
Floor pro	tection add	d during e	nerg.	

Stairs

ROOM:

	Removed? Y / N / NA	Amount % or #	After Hours?
Insulation			
Drywali			
Ceiling			
Carpet Pad	1		
Carpet	2 3		
Flooring			
Baseboard			
Casing			
Jamb(s)	8 8		
Door(s)			
Cabinet(s)			
Other			

NOTES:

Furnace clean needed. Double layer lino in bathroom.

Plumber called to remove toilet, Invoice in photos.



Email Example:

