

# GUIDE TO WORKING WITH VORTAKT

### STEP 1

#### **CONTACT AND DISCOVERY**

- Initial contact or outreach
- General company and product introduction
- Sales understands how the standard products fit the customer's needs

## STEP 2

# QUOTATION AND SAMPLE PRODUCTION

- Sales guotes customer's needs
- Sales may send sample barrels for customer review
- Customer approves quote or provides feedback

### STEP 3

# ORDER AND PAYMENT CONFIRMATION

- Customer sends a PO
- · Customer submits down payment
- Engineering creates product drawings

# STEP 4

#### APPROVAL AND REVISION

- Customer approval of drawing or client feedback
- Revisions to drawing as necessary until approved
- Engineering produces a first article for customer approval or revisions as necessary until approved

### STEP 5

#### **PRODUCTION**

- Sales and Engineering hand off job to Operations
- Full production begins in agreed upon batch size
- Sales informs customer of order completion

## STEP 6

#### **SHIPMENT**

- Operations ships barrels to customer
- Sales Team is always here for customer service, product support and questions, and additional orders

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