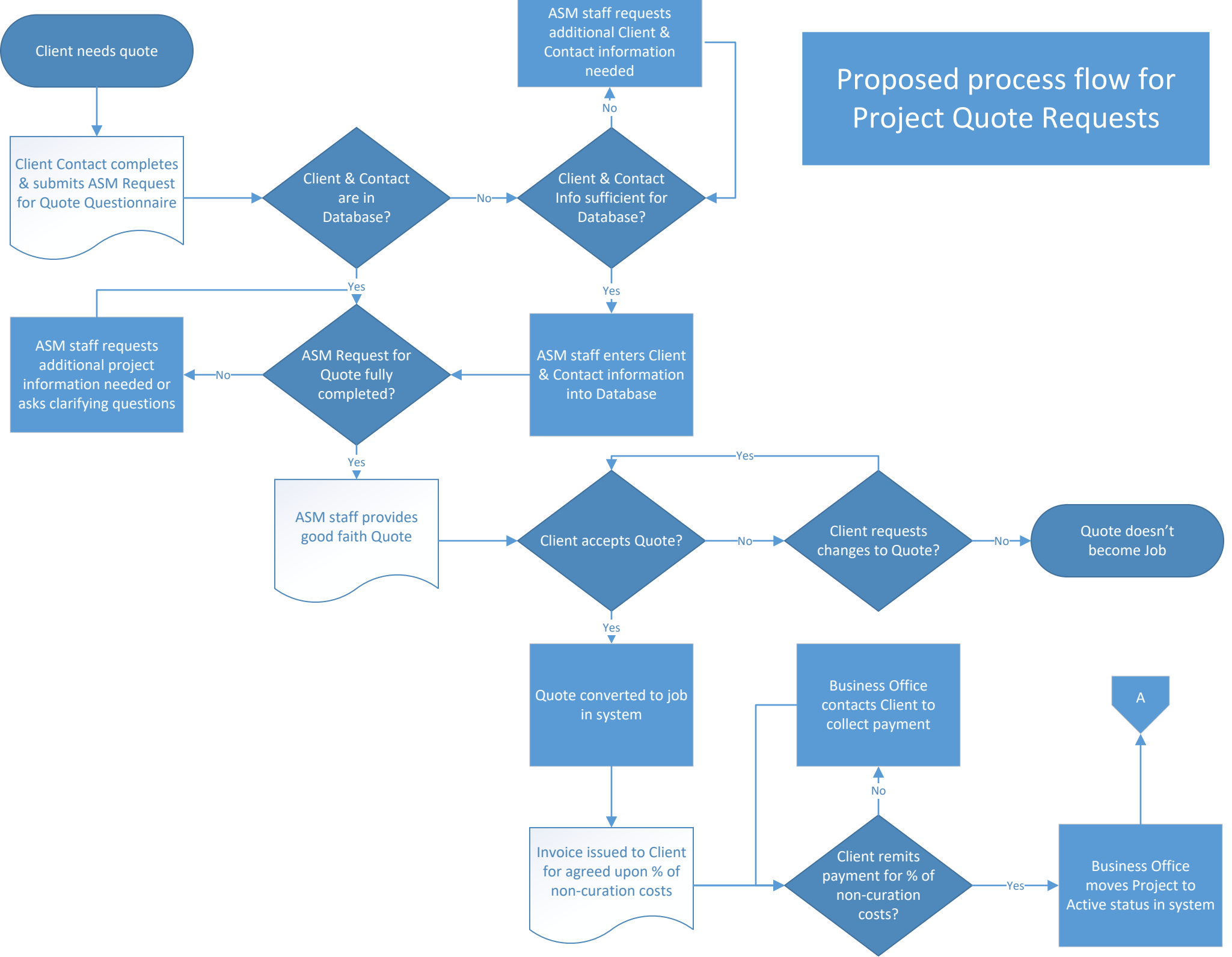


# Proposed process flow for Project Quote Requests



Client needs quote

Client Contact completes & submits ASM Request for Quote Questionnaire

Client & Contact are in Database?

ASM staff requests additional Client & Contact information needed

Client & Contact Info sufficient for Database?

Proposed process flow for Project Quote Requests

ASM staff requests additional project information needed or asks clarifying questions

ASM Request for Quote fully completed?

ASM staff enters Client & Contact information into Database

ASM staff provides good faith Quote

Client accepts Quote?

Client requests changes to Quote?

Quote doesn't become Job

Quote converted to job in system

Invoice issued to Client for agreed upon % of non-curation costs

Business Office contacts Client to collect payment

Client remits payment for % of non-curation costs?

Business Office moves Project to Active status in system

A

# Proposed process flow for Active Projects

