Seven easy steps to a safe, secure, and entertaining club!

1. When you know the date of your club opening, please contact Holly Westling at PSS to schedule an installation date. Please note that we like to start the quote process around 6 – 7 weeks out from your projected opening date.

   Installation will typically occur one week prior to your opening (after all additional requirements are completed). Caitlin will stay in contact with you throughout your build-out. Please inform her if there are significant delays to your build-out, or if you are ahead of schedule.

2. **Complete the *Pre-Quote Profile*.** When done, please return the profile, along with a diagram of your facility, to ProVision Security Solutions (PSS). The diagram can be hand-drawn or a CAD plan of the facility. It must show all exit doors, offices, walls, and television placements. **Fax the profile and a diagram of your facility to: 651-438-8936, Attn: Sales.**

3. Your quote will be issued within 3 business days of receipt.

4. Accept the quote by signing it and returning it to PSS. Fax the quote to: 651-438-8936, Attn: Sales.

5. To coordinate your down payment, or to arrange for the leasing company to issue a P.O. (one month before opening or three weeks prior to installation), contact Holly Westling at 866.315.0777, x5123.

6. **Before PSS can begin the installation process, certain aspects of your build-out must be complete. Refer to the *Additional Requirements* document for a complete description of these build-out requirements**.

   If you or your contractors have any questions about the additional requirements, please contact Caitlin Carver at PSS. Caitlin is available at 866.315.0777, x5125.

   The *Additional Requirements Final Checklist* will assist you with completing your build-out requirements. The completed checklist—signed and dated by you—must be received at PSS at least 8 business days prior to your requested installation date.

7. Your software training invitation will be emailed weekly to your club email address where you can register for a time that meets your schedule. You will receive an initial walk-through with the Installation Technician at the end of installation. Before working with you ProVision technician, please acquaint yourself with the access control system and write down any questions you may have.

Week-by-week breakdown of club build-out and hardware installation:

			Week					
	1	2	3	4	5	6	7	8
Buildout								
Profile								
Down Payment								
Hardware Process								
Additional Requirements								
Key Fob Order								
Installation of Hardware								