

VAIOS™



DESIGN INFORMATION FOR THE CLIENT



+359 887 310 010
office@vaios.bg

www.vaios.bg

DESIGN PROCESS



VAIOS™

Customer Information on the Design Process

Dear Customers,
Thank you for choosing **VAIOS!**

This document aims to familiarize you with the **design process** we follow when executing your project, ensuring **efficiency, transparency, and high quality**.

1. Preparation Before Starting the Design Process.

- ▶ After project approval, our team will contact you to **clarify the details and requirements**.
- ▶ The customer must provide **all necessary input data**, drawings, or specific requirements essential for the process.
- ▶ Any changes and additional requirements after the design process has started must be submitted through the **ticket system in the ERP**.



2. Design Process.

- ▶ The design process follows a **step-by-step approach**, including:
 1. **Preliminary Analysis** – defining technical parameters and requirements.
 2. **Concept Development** – creating initial sketches and diagrams.
 3. **Detailed Design** – preparing precise drawings and technical documentation.
 4. **Review and Approval** – presenting to the customer for comments and revisions.
- ▶ All customer comments are registered as **tickets** to ensure proper execution and tracking.
- ▶ Online meetings for project discussions are organized when necessary and documented in the **ERP system**.

3. Approval and Finalization.

- ▶ Upon completion of the design activities, the customer will receive:
 - Final drawings in **PDF and DWG** formats;
 - Bill of quantities and material lists;
 - Technical specifications (if applicable).
- ▶ Upon final approval, the customer signs a **design completion protocol**.





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4. Support and Modifications.

- ▶ In case of subsequent changes, the customer must submit a ticket for modification.
- ▶ Revisions outside the initial project scope may be subject to additional agreements.

Thank you for your trust!

*Best regards,
The VAIOS Team*

CONTACT US:



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