

LUCENT GLASS

Custom stained glass information form

Full name: _____

E-mail: _____

Phone: _____

Address (if applicable) : _____

The Process

1. *Consult&design:* A 45 minute consultation to discuss your project. A design is drawn and presented to the client for approval (starting at \$150 +HST). The consult design fee goes towards the build.
2. *Build:* A quote for the window is offered to the client. Once approved we will work with the client on glass choice and begin the build. A 75% deposit is due on balance
4. *Pick up:* The client picks up the windows from our store. Remaining 25% balance is due. We are able to install your window into a wood frame or over top of thermal unit. Additional fees apply.

Please attach or email us photos of the space you are looking to install stained glass and of some designs you enjoy. This gives us an idea of your style and what you would like the finished piece(s) to look like!

Please provide the size desired for each window in inches:

Do you require installation? YES NO

Are you able to bring the frame into the store? (if applicable) YES NO

Terms:

Each part of the design process has its own fee and these fees are non-refundable. Payment is required before moving into each step of the design process. We accept cash, debit or cheque for custom designs only OR a 3% addition fee for credit card payments. We typically suggest a 4-12 week period to complete custom designs. This can vary upon complexity of design, time of year or if we have other custom work in queue. The windows will be made to the size specified by the client. If appropriate for the job we may ask to go on site to complete measurements.

I have read and understand the above

Print name: _____

Signature: _____

Thank you for choosing Lucent Glass for your custom stained glass design!
We are looking forward to working with you.

www.lucentglassandart.com