



P.O. Box 636  
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866-618-2513

# Steps to Success

Thank you for considering DK for your placement service. Below is a list of steps that explain what you can expect from us from the time you sign the agreement to the time you place your item. If you have any questions, please give me a call at 866-618-2513.

## **Step 1 – Agreement**

Review the Agreement and then sign your name with the date. If any corrections need to be made, call the office, and we will grant you authorization.

## **Step 2 – Project Target**

The Project Target is the most valuable tool we have in getting you the type of locations that you most desire and in the area that you desire to have them placed. It was designed to allow my staff and I to get to know you better, and the more questions you answer, the more on target we will be. Please fill out all the questions that pertain to your particular project.

## **Step 3 – Payment Options**

We have four options available for payment. You can mail us a check. We can accept credit card payments over the phone through our secured network. You can make a payment on our website. Or, an option we prefer, we can invoice you through Pay Pal, an online payment system that is securely used by millions of people. The invoice will be sent to your e-mail informing you of a request for payment by DK Companies. Open the email and enclosed you will find all of the instructions and steps necessary to make a successful payment.

## **Step 4 – Starting Your Project**

Once payment has been received and funds have cleared, we immediately start processing your order. First, we enter all of your information into our database and then prepare all of the necessary paperwork required to make your project successful. We create a list of locations that is from your designated area and is according to your desires, we assign one of our staff that is qualified for your particular project, and then we do the scheduling. To get you started averages about 3 days. However, it mostly depends on how many projects like yours are being handled at that particular time.

## **Step 5 – Location Placement Approved**

Once we have received approval for the placement of your equipment, our staff person hands it over to our managers for verification. Our managers call the business and thank them while verifying all of the information they gave us. We also verify that proper authorization was given for the placement. After we have verified the correctness of the approval, we immediately e-mail the information to you for delivery. You will receive the name, address, phone number, contact person, and the best times for delivery. We will also include important comments from the location or if there is a need, additional instructions.

## **Step 6 -Replacement Request**

We are the only company in the business that guarantees 100% of our work. To request a location replacement all you need is the Location Replacement Form. Fill it out, send it in, and we'll find you a new location. That was easy.

**We are completing most of our projects within 10 days and some in less than 3.**