



## CONTACT US

## STEP BY STEP GUIDE - NDIS

### REQUEST A QUOTE

Email to: [admin@qspec.com.au](mailto:admin@qspec.com.au) with referral form and supported by scope of works diagrams and photos.

#### JOINT SITE VISIT

With Qspec to discuss options and provide quote  
# Service Agreement Form to be completed and Invoiced for Payment prior to Joint Site Visit

OR

#### QUOTE PROVIDED

Qspec will provide you with a quote

### QUOTE ACCEPTED

Advise Qspec via email that you wish to accept the quote.

### INVOICE CREATED BY QSPEC

Invoice sent to Participant or Plan Manager for Payment or Funding Approval

#### PAYMENT

Payment is made and process can continue

OR

#### FUNDS APPROVED

Once funds are confirmed the process can continue and Invoice will be sent once works completed

### CUSTOM ITEMS ORDERED/FABRICATED

Qspec will order or fabricate any custom items.

### SCHEDULE INSTALLATION

Qspec will schedule installation with client and will accommodate urgent referrals with your advice.

### REPORTING

Qspec will report on the status of work weekly.

### INVOICE SENT

If funding approval as above

