

**CONTACT US**



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**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

