Apex Order Process

Apex Internal Steps

Customer Required Steps

Engineering Completion
- Line Drawing sent for your approval on integrated equipment
- Required utilities sent on line drawing

Order Kickoff
- Kickoff email should describe the internal schedule @ Apex for the project
- When we need bulk samples from the customer
- Payment schedule for the project

Purchasing Completion

Assembly Start

Staging Start
Staging is when Apex takes assembled machines and puts them together into a turn-key packaging line and tests as an entire system

Factory Acceptance Test
When your machinery is completed we can either send an approval video or host you for a on-site FAT visit. This will be determined at the beginning of your order

Crating / Shipping
Our Project Manager will send out information for you to arrange freight

Installation
Depending on the services you agreed on with your account manager, Apex may come out to perform start-up and training

| Stage 1 | Stage 2 | Stage 3 | Stage 4 | Stage 5 | Stage 6 | Stage 7 | Stage 8 | Stage 9 |

Signed Documentation
- Budgetary Proposal
- Order Specifications Document
- Down payment received by Apex
- Engineering samples received

Engineering Completion Progress Payment
- Dependent on agreed upon terms
- Send progress payment
- Approve line drawings

Bulk Samples Required
Bulk samples are required in order to keep your project on track and perform ample testing

Installation Readiness Confirmation
Document will be sent by our Parts and Service manager ensuring that your facility and equipment will be ready for machine installation and start-up

Factory Acceptance Test
Approve videos or Sign FAT acceptance document upon successful on-site FAT

Departmental Color Code
- Apex Project Team
- Apex Engineering Team
- Apex Production Team
- Customer Responsibility