

# Shade Structure Checklist

*From Design to Install Made Easy*



Forever Redwood is a one-stop shop– we integrate architecture, engineering and carpentry under one roof, and our installation team is available in all 50 states. Together we can create your perfect outdoor structure that will last for decades.

Typical projects take anywhere from 2 to 6 months to complete from quote to installation. The checklist below will get you started!



## WHAT TYPE OF SHADE STRUCTURE WORKS FOR YOU?

With hundreds of styles and options, we like to simplify our Shade Structures into these 4 categories:

**Pergolas** are open roofed structures— they provide varying degrees of shade while allowing the rain to come through. The sides are generally left open, and can easily be customized to have privacy panels or solid walls.

**Pavilions** are closed roof, waterproof structures that provide 100% shade. The sides can be left open, or customized with privacy panels or solid walls.

**Gazebos and Cabins** are closed roof structures— they provide 100% shade and are waterproof. These structures are generally fully private with solid walls, doors and windows. Some gazebos have partially open walls with railings. Typical **cabins** are fully insulated structures with finished external and internal walls.

**Arbors** are open roofed structures that provide varying degrees of shade. They generally allow rain through, and have posts on one axis that are smaller than Pergolas.

**Every single one of our Shade Structures can be built to the size you want and will be customized per your instructions.**

Already have a custom design? Send it over! We'll make it happen.

If you don't see what you're looking for, let us know— most of our products have been created by our customers during the design process! With 30 years of experience honing the best of longevity and style, we're always ready for a new challenge. **If you can dream it, we can build it.**



## LET US KNOW YOUR GOALS

A good place to start is by telling us how you plan to use your new shade structure— share with us the big and little details you have in mind. Are you planning a new hardscape, pool, sound system, or outdoor kitchen? Is it for your home or for your business? For large events, or for family BBQs? We've served a wide audience, from the president to major national parks.

Check out some of our customers' [photos, stories and reviews](#), or scroll through our [annual photo contest winners](#).

Yes, you can have the best quality wood without harming the forest. Our slogan is "From the Forest, For the Forest" for a reason. Read a [short story](#) about how our passion for the redwood forest got us into making furniture, or check out our 96-page forest restoration manual [here](#).



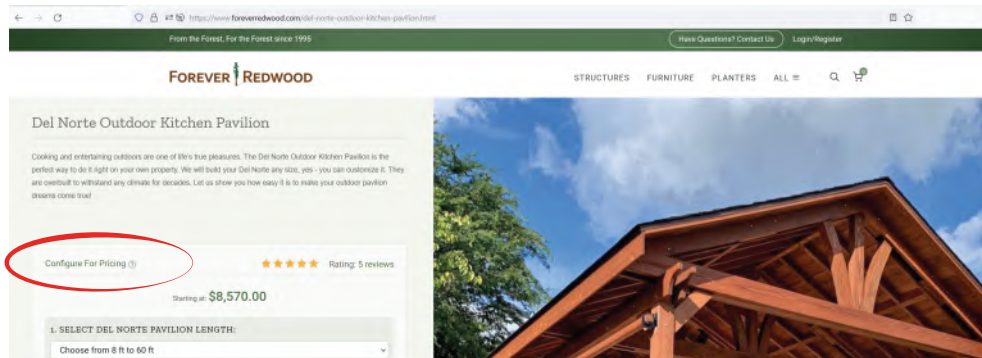
## LOCATION & PHOTOS

We love seeing photos of the location you've designated for your outdoor structure. Seeing the specific landscape and knowing your climate will help us guide you through the decision making process. Please email [info@foreverredwood.com](mailto:info@foreverredwood.com) with your zip code and photos of the area you're planning for your shade structure. Two photos from different angles will suffice. Please also include the approximate dimensions of your structure. Sharing your zip code will give us insight into the particular challenges your climate experiences. For example, in high wind areas we will make structural notes to meet 150+ mph codes.



## GET A QUICK QUOTE

Get a feel for pricing and customizable options. On our website, land on a shade structure you like and select the "Configure for Pricing" widget at the top right of the product page.



Starting with #1, select your preferences from each of the design options (length, width, privacy panels, etc). Depending on the product, you'll need to make three to six selections— the "Help Me Choose" links next to each drop down explain the options. After all selections are made your pricing will be calculated.

Once you've completed the drop down menu selections and generated a price, the "See Options" button is activated. This reveals additional options such as post height and finish details.

To receive a formal quote, click "Add to Cart." Open the shopping cart and click "Proceed to Check Out." Fill out your contact information.

If you'd like us to assemble your shade structure, select "Add White Glove (complete delivery and assembly of this order)."

Finally, select "Request Quote" in the payment section.

Secure Checkout

REGISTER GUEST LOGIN

Shopping Cart

Product Name	Quantity	Total
Del Norte Outdoor Kitchen Pavilion - 14 ft x 15 ft x No Privacy Wall Panels - (MOST POPULAR)		
Wood Grade & Warranty: California Redwood (15-yr Warranty) - MOST POPULAR		
Fascia Board for Gutters: No, Thank you		
Heavy Duty Curtain Rods & Stainless Steel Hangers: No Curtain Rods - (MOST POPULAR)		
Ceiling Fan Bases: No Ceiling Fan Base - (MOST POPULAR)	1	\$26,620.00
TV Mount Base: No thanks.		
Accessory Bases & Shelving: No thanks.		
Post Height: 9 ft - (MOST POPULAR)		
Electrical Wiring Trim Kit: No, Thank you		
Post Decorative Trim: No post decorative trim (standard post) - (MOST POPULAR)		
Post Anchoring: No thanks, I don't need anchors or trim boxes		
Sealant: Transparent Premium Sealant - (RECOMMENDED)		
Sub-Total:		\$26,620.00
Pre-Order & Save - 18 Week Shipping:		-\$798.60
White Glove (Complete Delivery & Assembly):		\$10,250.00
Total:		\$36,071.40

Enter your coupon here APPLY COUPON REMOVE

Shipping Methods

Shipping Upgrade Active

- Pre-Order & Save - 18 Week Shipping - \$-798.60
- Free - 15-Week Shipping - \$0.00 (was \$0.00)
- Discounted - 12 Week Shipping + \$0.00 (was \$1,027.03)
- Standard - 9 Week Shipping - \$1,027.03 (was \$2,037.42)
- Priority - 6 Week Shipping - \$2,037.42 (was \$3,056.13)
- Rush - 3 Week Shipping - \$6,145.52 (was \$7,172.56)

Questions ?

Payment Methods

- Credit Card / Debit Card
- Wire / ACH Transfer (3% Discount)
- Check (1% Discount)
- Request Quote
- Check

Questions ?

Additional Options

- Start your order today with a 20% deposit then 3 installments. NOTE: If instead you choose to pay in full, you will receive an additional free shipping upgrade. Learn More ?
- Add White Glove (complete delivery and assembly of this order) for \$10,250.00.

If you have any questions, please phone us at (866) 332-2403 or send an email to [info@foreverredwood.com](mailto:info@foreverredwood.com).



## START NOW! EVEN IF YOU DON'T HAVE IT ALL FIGURED OUT.

Some folks can figure out a foolproof plan on your own, but most people don't have all the details nailed down. **To get started, all we need is an idea of your preferred design style and estimated size.** Your initial order is just a starting point that will be fine tuned as you work out the details with your assigned Architect over the coming weeks.

**How to get started on your Design**— You can select a style and configure the options to the best of your knowledge and complete the checkout process to get an initial order in, or please call or email us to have one of our specialists answer your questions and walk you through the process. Once your order is placed, your assigned Architect will send you an email to introduce themselves right away.

Most design work is done by email to keep a paper trail of the changes to be sure that everyone is on the same page. You can always call your assigned architect as well to discuss any question. Our Engineering office is open weekdays from 7 to 5 pm Pacific time: 619 677 1965.

(866) 332-2403

[info@foreverredwood.com](mailto:info@foreverredwood.com)  
[www.foreverredwood.com](http://www.foreverredwood.com)



If you are not 100% sure about the dimensions or any of the details as your project nears completion, we can send one of our carpenters to check out the location and specs with you. We don't charge for this service because you are already a customer, although it may result in a one or two week delay for us to have a crew-member in your area.

Within a few days, your assigned Architect will send you a complete set of drawings. They will work with you to hone your design— you can go back and forth with them to update the details as many times as it takes for you to feel confident that everything is just right. **If you end up moving in a completely new direction, that's absolutely fine!** We are happy to assess your initial quote and give you an update whenever you'd like.

Want a real-time chat with us **while** showing us the location of the eventual structure? We can get on FaceTime to offer input and answer your questions— **just email or call us to request a FaceTime call.**

If you are not 100% sure about the dimensions or any of the details as your design process nears completion, **we can send one of our carpenters to the location to check out the specs with you.** Since you are already a customer, we don't charge for this service although it may take 1-2 weeks to have a crew-member in your area.



## ORDERING TIMELINE & DELIVERY

Quotes are good for 60 days. Orders above \$10,000 require a 20% deposit. You can pay by credit card or check. For big ticket items, **save 3% off your entire order by choosing Wire Transfer** (or ACH Transfer).

Want to reactivate a past quote? Email [info@foreverredwood.com](mailto:info@foreverredwood.com) and we'll restart the process. If your quote is more than 60 days old we may need to adjust the pricing.

Once we receive your deposit, the Design to Done process begins with your Design Engineer— this phase typically takes 2 to 6 weeks.

After signing off on your drawings, the shipping timeline starts. We will only begin to build when **you** give us the green light. For updated shipping information, [click here](#).

We recommend our free shipping option if you are in the early stages of planning, or if your project has a long lead time. For example, you're designing your order in the fall with plans to install come springtime.



## EXPLORE OUR SHADE STRUCTURE GUIDE

Feel free to [browse](#) our Shade Structure Guide: an expansive, easy-to-read ebook full of photos, drawings, and how-tos. It highlights everything we have learned about shade structure projects since the 90's, and will help you understand the process, gather ideas, and see many customer photos and custom options.



## ASSEMBLY INFORMATION & OPTIONS

Before we ship, **each shade structure is assembled in-house to be sure that all parts fit together perfectly.** The structure is finely sanded and sealed per your instructions, and ships with all anchoring and assembly hardware. **Customized assembly instructions are always included.** [Click here](#) to see an example set of assembly instructions for the Cardinal Nest Pavilion, or simply download any product's assembly instructions by visiting the specific product page. Click on the Assembly & Care tab located below the product photos.

• **DIY:** For moderately-sized structures (up to 400 sq.ft.), some of our customers choose to save money by doing the assembly themselves. Assembly time varies based on size, style, and circumstances. For example, a standard 400 sq.ft. Pergola can be assembled on an existing concrete pad in a couple of days, while a smaller Pavilion that requires footings can take three to five days.

We recommend at least three people for the assembly process although more may be needed for larger structures. The general rule of thumb to follow is— the larger the structure, the more people and time you will need. If you have assembly questions, just give us [a call!](#)

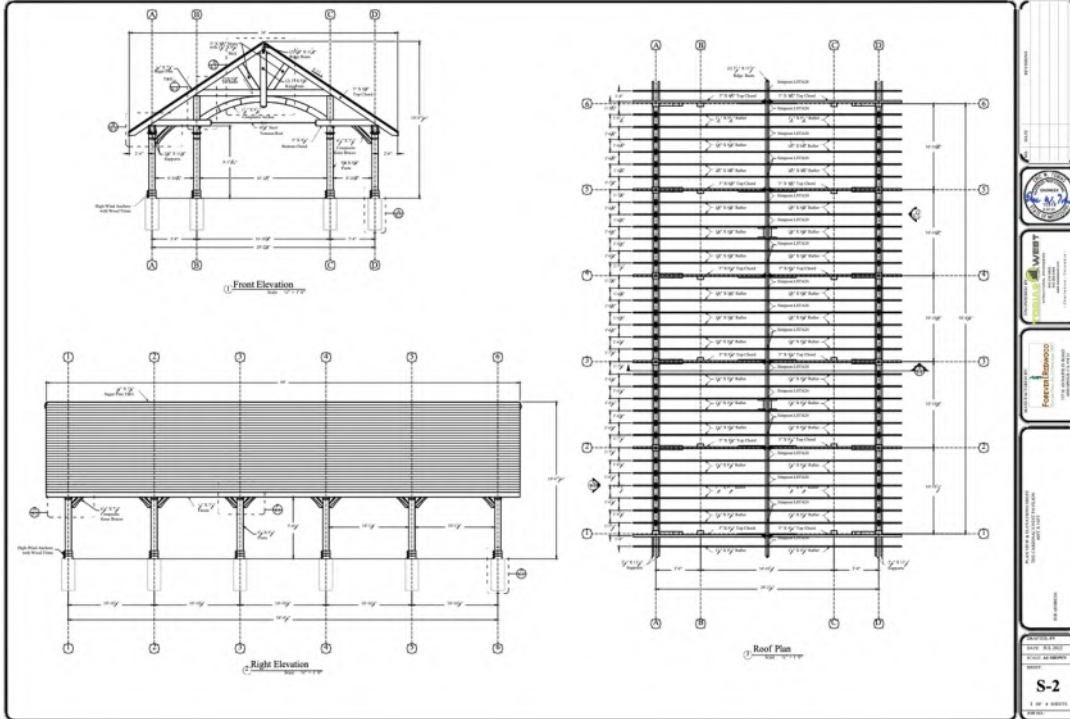
• **WHITE GLOVE COMPLETE ASSEMBLY SERVICE:** Our White Glove option is a complete onsite assembly and anchoring service. The cost varies between 30% and 50% of the structure's overall cost depending on the options and product you choose. It includes all materials: footings work, concrete, equipment rental if needed, roofing materials if needed, and can even accommodate demolition if requested in advance. Watch a short video documenting our White Glove Complete Assembly Service [here](#).



## DO I NEED A PERMIT FOR MY SHADE STRUCTURE?

Not everyone needs a permit. We recommend checking online with your local building department to learn what rules apply.

Some localities don't require permits. Others make the process easy. Some are more bureaucratic. In hurricane and earthquake-prone areas, you'll likely be asked for structural documentation to prove that you meet local code.



A page of a recent permit for the Cardinal Pavilion in a hurricane zone. View the entire document of additional images on this structure [here](#), and the corresponding structural calculations [here](#). Note: The Cardinal Pavilion is a style that one of our customer's dreamed up: read the love story [here](#).

If you do decide to pull a permit, we can secure all the structural documentation for you. This will add at least three weeks to the design process. Your final approved design drawings will be sent to a licensed structural engineer in your state. They will prepare three copies of signed and stamped Structural Drawings, Structural Calculations and Footings specifications. You will take two copies to the permitting office and retain one copy for your records. More counties are going electronic and we can also send the documents by email if your county accepts them in this format.

Permit Costs: For structures 500 sq. ft. or less, the cost rarely exceeds \$2,500. Permits for larger structure rarely exceed \$5,000— we can secure an exact quote once we know the design details of your outdoor structure.



## BUILDING AND SHIPPING YOUR ORDER

Once you give us the green light to build, we will send your order to the shop floor and document the entire building process. You will receive daily photos: first from the cutting and assembly rooms, then from the sanding and sealing departments, and lastly from the packaging area. Our shipping department will send tracking information once your order ships.

We ship from San Diego, CA. Smaller structures up to 15 ft length usually ship by crate by LTL carrier. Larger structures ship in dedicated trucks or our own trucks. If you choose to have our team do the assembly work (White Glove Complete Assembly Service), we will coordinate delivery to your home or business. If you are assembling yourself and have special needs for your delivery, let us know.



## PAYMENT TIMELINES

**First Installment** — The Design Deposit. To begin design work, we require a 20% deposit.

**Other installments** — When you sign off on your design, the second installment is due in order for us to begin construction. If you used a credit card for the design deposit, we will use the same card on file. If you paid by wire or check, we'll ask you to send in the next installments as due. If there were design changes, you'll receive an updated invoice for your review.

**Final Installment** — The final installment is paid when your shade structure ships.

**White Glove Complete Assembly Service** — If you choose to have Forever Redwood do the assembly work, 50% of the assembly cost is due when the crew arrives. The balance is due when the assembly work is completed.

**Please let us know if we can help in any other way.** If you're curious to see more, don't forget to [check out](#) our Shade Structure Guide—it is a much-loved, well-researched ebook that will support you in making the best decisions for your planned investment. We look forward to hearing more about your project.

Thank you!



**Raul F. Hernandez. CEO** | [raul@foreverredwood.com](mailto:raul@foreverredwood.com)