

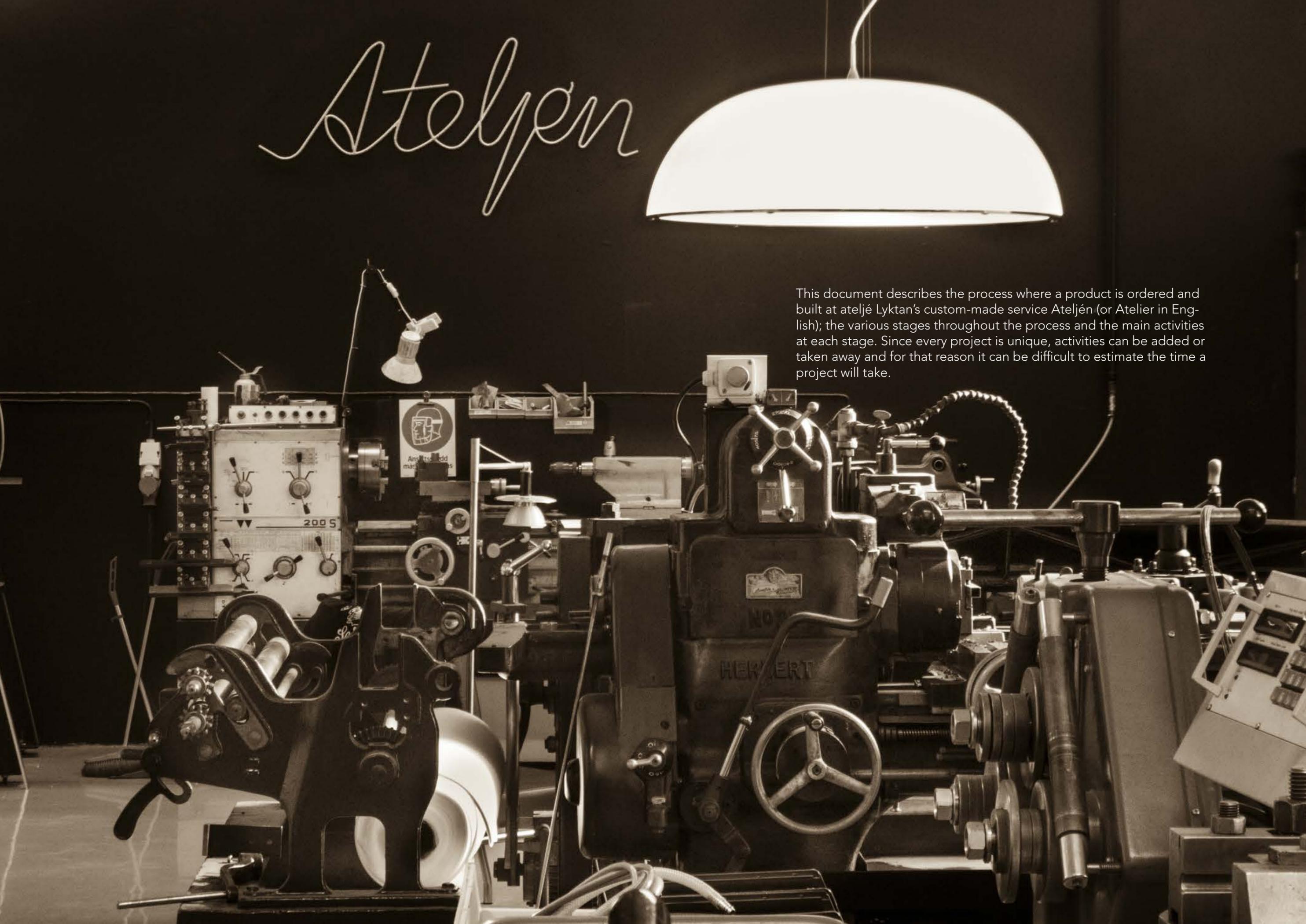
# THE ATELJÉ PROJECT PROCESS

**ateljé Lyktan**

MEMBER OF THE FAGERHULT GROUP

# Ateljén

This document describes the process where a product is ordered and built at ateljé Lyktan's custom-made service Ateljén (or Atelier in English); the various stages throughout the process and the main activities at each stage. Since every project is unique, activities can be added or taken away and for that reason it can be difficult to estimate the time a project will take.



## Stage 1: Order

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The first thing to happen at the start of an Ateljé project is that an order form is drawn up by the responsible salesperson/customer, detailing the basic conditions of the project.

The form, together with any additional information describing the product idea, is sent to [customdesign@ateljje-lyktan.se](mailto:customdesign@ateljje-lyktan.se)

The form can be downloaded at [www.ateljje-lyktan.se/formular](http://www.ateljje-lyktan.se/formular)  
Username: ateljen  
Password: Lyktan34

The product range manager decides whether the project is viable and fulfills our criteria for an Ateljé project before it is approved.



The image shows a printed order form for Ateljé Lyktan. At the top, the logo 'Ateljén' is written in a stylized orange font, with 'en del av Lyktan' underneath. Below the logo, the form is divided into two sections: 'Projektbeskrivning' and 'Leveransadress (om annan än ovan)'. Each section contains fields for 'Förning', 'Namn', 'Gatuadress', 'Postadress', 'Stad', and 'Land'. At the bottom right of the form, there is contact information: 'Ateljén Lyktan', 'SE-274 81 Århus', 'Sverige', and 'www.ateljje-lyktan.se'.

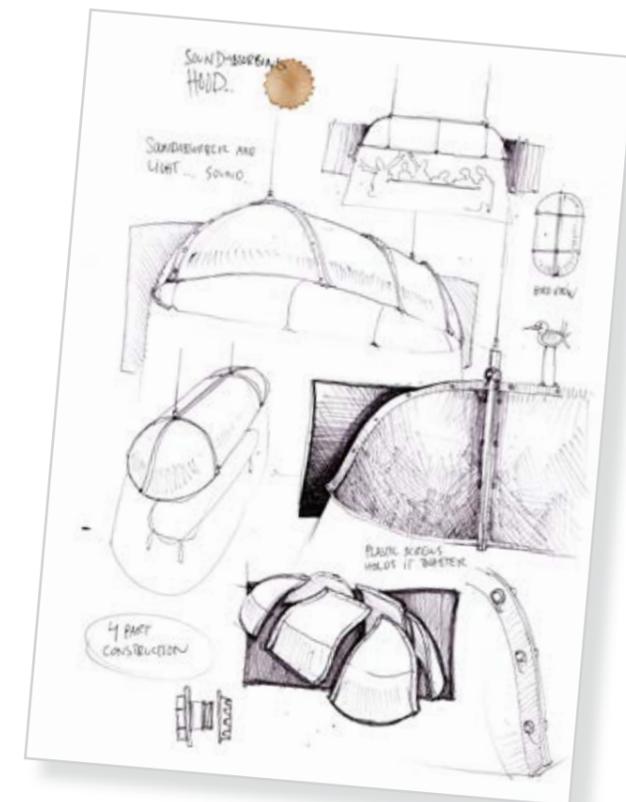
## Stage 2: Prestudy

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When the product range manager has decided on the start of the project and a startup fee has been paid, a prestudy is then carried out. The product range manager informs the finance department, which allots the project a reference number for accounting purposes. If the start-up fee is not paid then the fee is taken from the responsible salesperson's budget.

The prestudy is carried out to gauge and estimate costs associated with the product and project, based on an outline of the design concept.

The prestudy is done in close cooperation with the customer to ensure that we fulfill all requirements and expectations, and that we also inform of any limitations in terms of lighting and production technology.

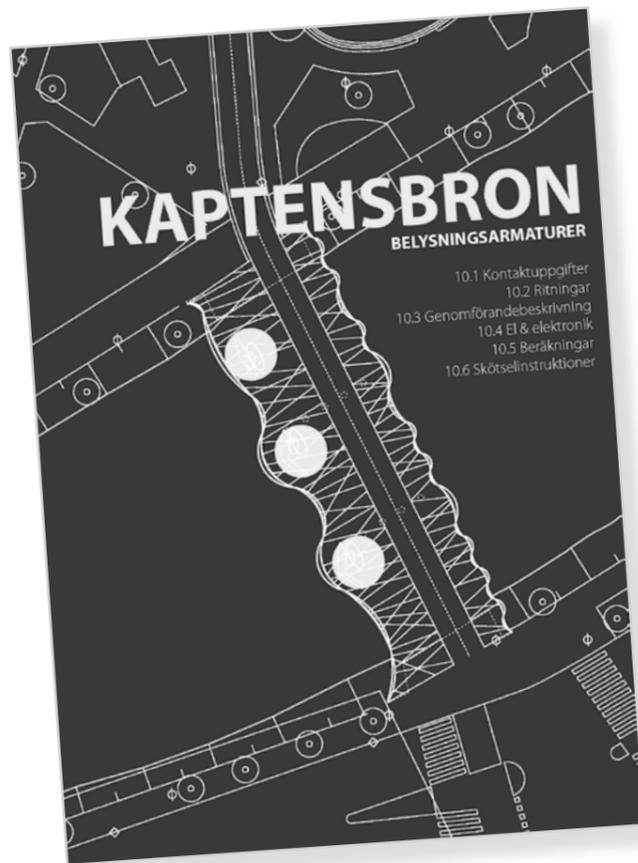


## Stage 3: Quotation

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The quotation includes all project and product costs that have been estimated based on the information we have received.

Any changes in the basic outline of the design can result in a new prestudy or quotation to match the new requirements.



## Stage 4: Order

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If the quotation is accepted, then an order is placed, for which we will invoice one third of the order sum and issue a credit for the previously paid start-up fee.

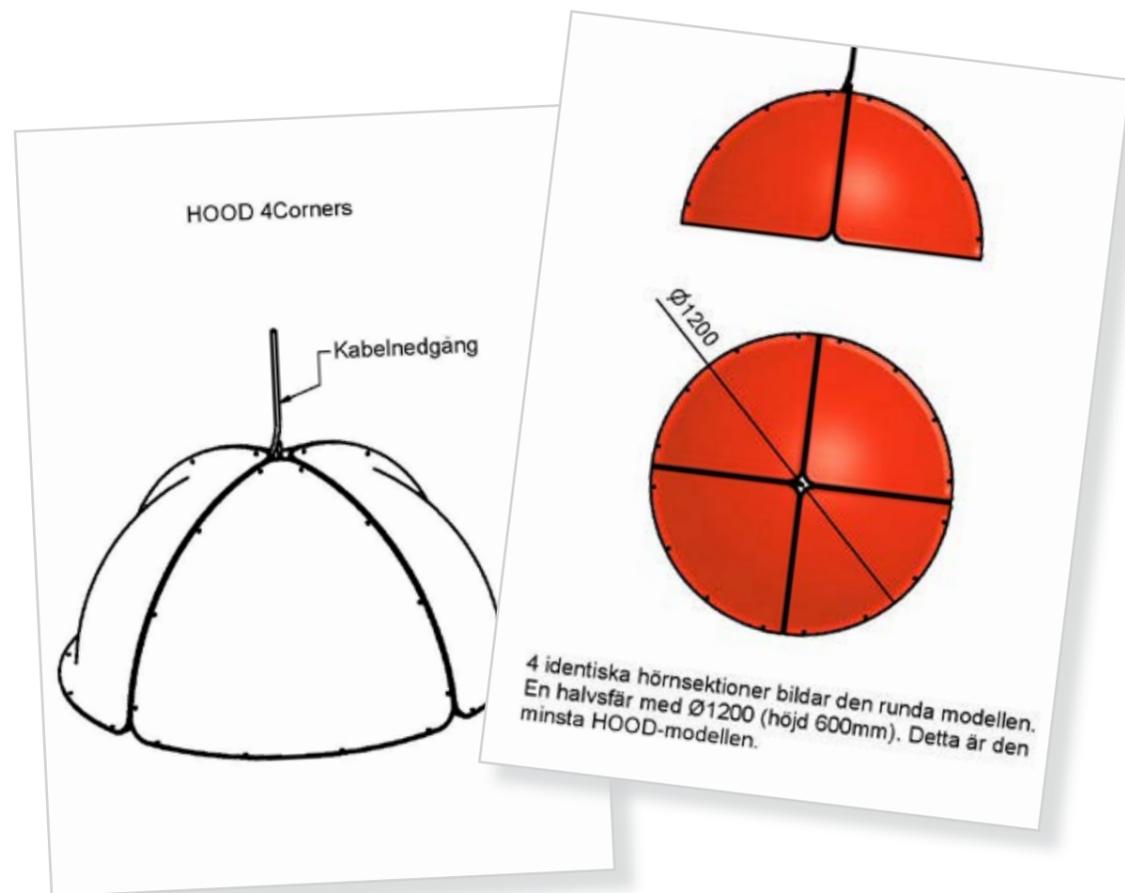


## Stage 5: Design

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After the order is processed, the design process begins. This is when the main design work is carried out, based on the prestudy and in a close dialogue with the customer.

In certain cases, a prototype may be required to verify design solutions. A separate quotation is issued for this if it is not already included in the original tender.



## Stage 6: Production

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When the design is completed and approved by the customer, the components are purchased and production begins.

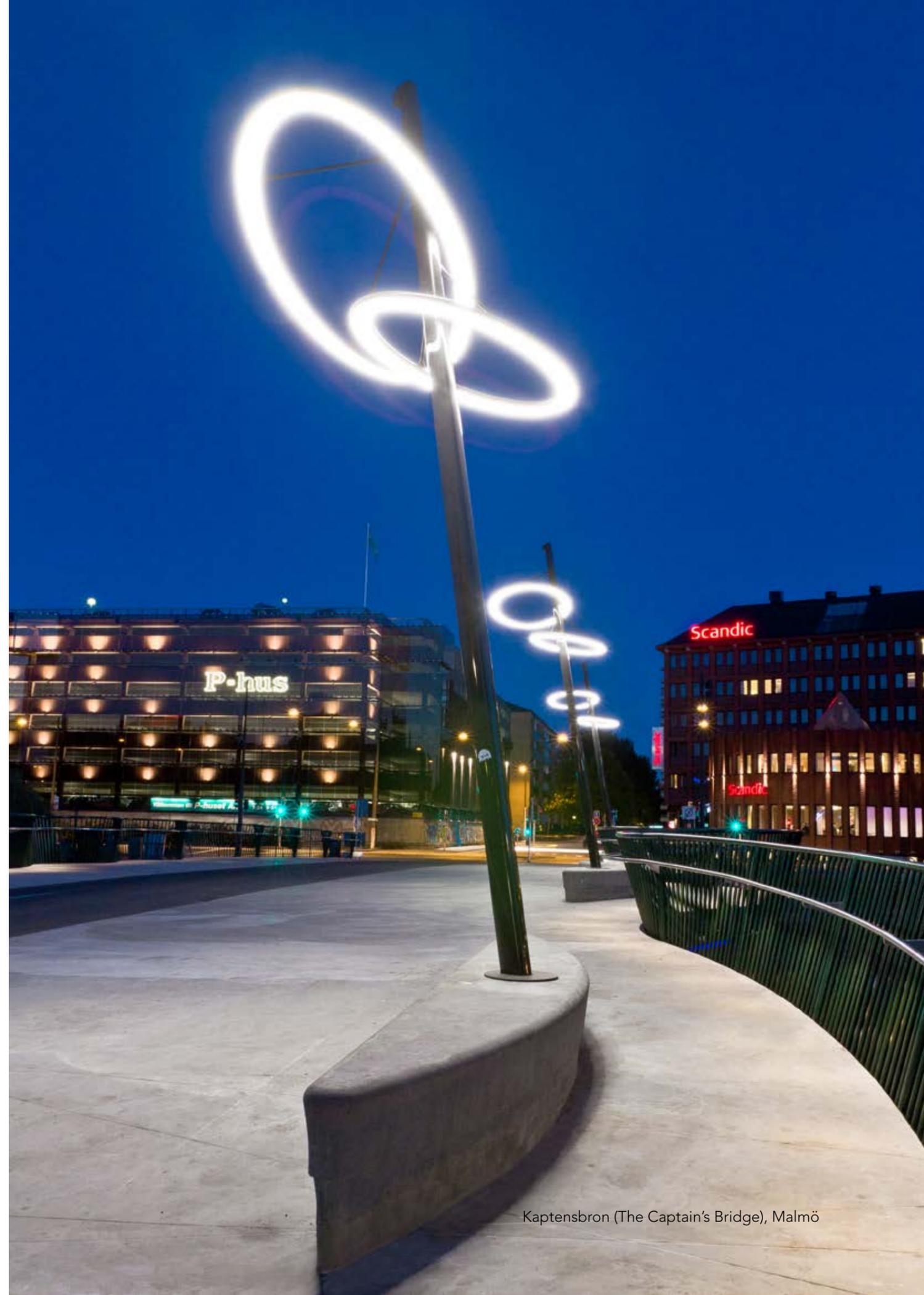
Normally, the first luminaire is produced and approved by the customer onsite in Åhus before the continued production of an entire series.



## Stage 7: Delivery

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After production is completed and approved, the luminaires are delivered and the final two thirds of the order sum is invoiced.



Kaptensbron (The Captain's Bridge), Malmö

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