



Meltingpot Table | Commission Process

Commissioning a *Meltingpot* is similar to commissioning a piece of art. The final result rests in the hands of our colourist, and is a collision of chance and heartfelt intuition.

Guidance is welcomed in the form of mood boards, interiors shots, favourite paintings, and other items of inspiration. These references will then be synthesised and applied to a spontaneous composition of current materials.

Please see below the steps of commissioning a bespoke *Meltingpot*. We look forward to working with you!

Quotation

To form a quotation, we kindly request the following details sent to office@kooij.com:

- Billing address
- Delivery address
- Phone number
- Requested table size and reference images
- Whether or not you would like us to arrange transport
- Preferred payment method (CC or bank transfer)

Quotations are valid for 14 days. After this period, pricing may be subject to change.

Order Confirmation

Please take care to check that all details on the quotation are correct. Written confirmation over email is appreciated, at which point an order confirmation and *Pro-Forma* invoice for 30% of the order total will follow.

Payment Deposit

A 30% deposit is non-refundable and requested within 14 days of order confirmation. Payment is possible by bank transfer or credit card. Our bank details can be found in the lower margin of the *Pro-Forma* invoice. Credit card payments are facilitated through *Stripe*.

Production

As a self-producing studio, production times can vary based on material stock and demand. We aim to present an image of your pressed tabletop within 6-8 weeks of order confirmation/payment deposit. It is at this juncture that we can communicate a concrete dispatch date. Please note that production can take several months—though we promise it is worth the wait!

Payment Balance

Once production is completed, we will send images of your table and a notice requesting balance payment. Items will not be shipped prior to payment.

Shipment

Upon dispatch, you will receive a notice from ship@kooij.com with information regarding delivery. Please note that our items are shipped Delivered At Place unless otherwise stated. Should white glove installation be necessary, we kindly suggest the investigation of local options, as we are not always able to recommend a reputable partner.