

## Workflow at JPSoft LLC

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Upon receiving a job request, this is our work flow :

- **Quotation.** Quotations are given based on the needs of the client as disclosed in information provided by the client. You can send project details via the quotation forms specific for each kind of service: general inquiry form, inquiry by email, a phone call, or you can visit our office in Tokyo.
- **Assignment.** A Project Manager is assigned to your project to oversee the delivery process and see if your requests are fulfilled to your expectations. He/ She will keep you informed at all stages throughout the project.
- **Contract.** We will discuss the details of the project, and once you accept our quotation, we can finalize the contract. The contract might be delivered in electronic form (as a PDF, or MS-Word document), by post, or in person to our office.
- **Payment.** Immediately after receiving confirmation of the payment, we will start on the job. The payment can be done by a bank transfer / remittance, by a credit card payment, or via PayPal.
- **Team.** A team of our experts is appointed to your project along with a Project Manager. The manager is responsible for the delivery of high quality work on schedule according to the project's specifications. The team of experts will carry out the work related to your project under the direction of the Project Manager.
- **Feedback.** A skeleton of the project will be localized and delivered first to ensure that project meets your expectations and specifications. You will be involved in checking / choosing solutions that fits your needs the best.
- **Final check.** The final version will be tested by multiple Quality Control experts and resubmitted to you for approval. We want to make sure that the final product accurately reflects your original requirements and does not contain any mistakes.
- **Final payment.** The final payment for the service must be made before we can deliver the final product to you. After the final payment all, the legal rights are transferred to you along with the product itself.
- **Delivery.** The final version is delivered within agreed the time frame agreed to in the contract, and the Project Manager that has been assigned to your project will make sure that you are fully satisfied with the final version of the product as well as our service.

Please see our Terms and Conditions for more details and feel free to Contact Us if you have any questions.