

RAPID GLASS

Operating Procedures

Updated: 10 December 2025

Initial Consultations

Items Required

Surveying installation Area

1. Find the locations
2. Checking windows for damage
3. Documenting location of installation

Generating Invoice

1. Customer Invoice Tab
2. Verifying Data
3. Entering their information
4. Selecting the additional costs.
5. Their Payment Option
6. Sending the invoice
7. Customer Folder

Accepting Payments

- Credit or Debit Card
- Cash
- Zelle
- Split Pay

Receiving and Sorting the Film (Work in progress)

Quality Checking the film on arrival

1. Removing the film and transformers from the box
2. Verifying correct film sizes
3. Sorting Film

Packaging Film and Parts

Notifying Customers

Installation Instructions (Work in Progress)

Before you get Started

Tools & Materials Required

Installation Procedure

Step 1: Getting Started

Step 2: Cleaning the Glass Surface

Step 3: Installing the Smart Film

Step 4: Testing and connecting to power

Step 5. Applying the Silicone Sealant

Step 6: Applying Window Molding

Wiring Solutions

Initial Consultations

Items Required

1. Tape measure
2. digital measuring device (With Laser Stoppers)
3. Sample Rapid Glass Box
4. iPad
5. Step Ladder (Optional)

Surveying installation Area

Step 1: Find the location

Speak with the owners of the property to find out where they want the Rapid Glass Smart Film installed. If the owner has not already filled out our [Online Form](#), send it to them so they can fill it out while you measure.

Step 2: Check Windows For Damages

While surveying the installation areas, check the glass for any scratches, chips, or scratches. If there are any, annotate and let the customer know.

Note:

If there are any scratches or cracks on the glass where it will be installed, it will cause bubbles in the Film.

Step 3: Documenting the location of installation

After finding the location, take pictures of the window panels as well as possible wall outlets.

Label and Measure each panel, grouping them by size, and annotate its measurements in your Sales Calculator.



Note

While completing the site survey, annotate on the pictures where you, as the technician, think the transformer should be installed. The project manager will create a wire diagram for installation after pictures are uploaded to the google drive.

Generating Invoices

Rapid Glass Atx
8911 North Capital of Texas Hwy
Suite 4200, Austin Tx 78759
www.RapidGlassAtx.com
(512) 222 - 7369

RAPID GLASS

Privacy At Your Convenience

Billed To		Method of Payment	
Customer Name	Chris Busby	Split Pay	
Order Number	C20240804CB	Total Due Today	
Address	8911 N Capitol Tx Hwy	\$1,940.39	
City, State, Zip	Austin, Tx 78759	After Installation \$1940.39	
Email	christopherbusby@gmail.com		
Phone Number	(254) 709 - 2510		

Item	Qty	Total Sq Ft	Unit Price	Total Price
Rapid Glass Panels				
1st Panel Type is 12 in x 36 in with No Trim	1	3.00 Sq Ft	\$43.00 /sq Ft	\$129.00
2nd Panel Type is 70 in x 30 in with No Trim	1	14.58 Sq Ft	\$43.00 /sq Ft	\$627.08
3rd Panel Type is 70 in x 28 in with No Trim	1	13.61 Sq Ft	\$43.00 /sq Ft	\$585.28
4th Panel Type is 14 in x 28 in with No Trim	1	2.72 Sq Ft	\$43.00 /sq Ft	\$117.06
5th Panel Type is 36 in x 28 in with No Trim	3	21.00 Sq Ft	\$43.00 /sq Ft	\$903.00
6th Panel Type is 12 in x 30 in with No Trim	3	7.50 Sq Ft	\$43.00 /sq Ft	\$322.50
7th Panel Type is 48 in x 24 in with No Trim	2	16.00 Sq Ft	\$43.00 /sq Ft	\$688.00
8th Panel Type is 48 in x 46 in with No Trim	1	15.33 Sq Ft	\$43.00 /sq Ft	\$659.33
9th Panel Type is 48 in x 48 in with No Trim	1	16.00 Sq Ft	\$43.00 /sq Ft	\$688.00
Transformer Options				
Transformer	1		\$60.00 /unit	\$60.00
Recessed Enclosure	1		\$34.00 /unit	\$34.00
Special wiring solutions				
Magnetic Switch	4		\$10.00 /unit	\$40.00
Hourly Rate	3.8 Estimated Required Hours		\$25.00 /hr	\$95.00
Total (Before Taxes, discount)			\$4,948.25	
Discounts				
Promotion Code:	30.00	30.00%	-\$1,484.47	
Taxes and Fees				
State Tax	6.25%	\$216.49		
City Tax	2.00%	\$69.28		
Processing Fee	3.50%	\$131.23		

Save Invoice?

Note:

Most of the data in the invoice is auto generated based on data from your [Sales Calculator](#) and the Customer Name Dropdown.

Step 1: Sales Calculator

Total Price		Total Hourly Cost	Total Panels	Transformers Required	Total Trim	Total Sq Ft	Total Sq M	Remarks
\$4,869.25		\$150.00	14	1	0 m	109.75	10.20	
Panel Type	Panel Measurements		Same Sized Panels	Trim Color	Trim Needed	Sq Feet	Sq Meters	
1st Panel Type	Height	305 mm	1	No		3.00	0.28	Need a ladder to reach this one!
	Width	914 mm						
2nd Panel Type	Height	1778 mm	1	No		14.58	1.35	Swinging Door
	Width	762 mm						
3rd Panel Type	Height	1778 mm	1	No		13.61	1.26	
	Width	711 mm						
4th Panel Type	Height	356 mm	1	No		2.72	0.25	
	Width	711 mm						
5th Panel Type	Height	914 mm	3	No		21.00	1.95	Opening Windows.
	Width	711 mm						
6th Panel Type	Height	305 mm	3	No		7.50	0.70	
	Width	762 mm						
7th Panel Type	Height	1219 mm	2	No		16.00	1.49	
	Width	610 mm						
8th Panel Type	Height	1219 mm	1	No		15.33	1.42	
	Width	1168 mm						
9th Panel Type	Height	1219 mm	1	No		16.00	1.49	
	Width	1219 mm						
10th Panel Type	Height							
	Width							

Millimeters

Units of Measurement

\$43.00

Price Per Sq Ft

(Sales Calculator)

Under the “Panel Measurements” Column, place in the measurements of each window type. Then, annotate how many there are and if the customer would like trim.

Note

You can use any units of measurement by changing them in the “Units of Measurements” block.

Step 2: Customer Invoice Tab

After Completing the Sales Calculator, go to the Customer Invoice Tab.

Total Price

Total Panels

Total Panels

Transmittance Required

Total Price

Total Sq Ft

Total Sq Ft

Remarks

\$4,869.26

\$150.00

14

1

0 in

109.75

10.20

Panel Type

Panel Measurements

Panel Glass Panels

Total Color

Total Weight

No. Panels

No. Windows

1st Panel Type is

Height

Width

3.00

6.00

Need a better to match the color

2nd Panel Type is

Height

Width

14.58

1.00

Swinging Door

3rd Panel Type is

Height

Width

13.61

1.00

4th Panel Type is

Height

Width

2.72

6.00

5th Panel Type is

Height

Width

21.00

1.00

Opening Windows

Customer Invoice

Previous Customers

My Customer Log

Step 3: Verify Data

Verify all measurement data has been transposed from the Sales Calculator to the Customer Invoice.

Item	Qty	Total Sq Ft	Unit Price	Total Price
Rapid Glass Panels				
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Step 3: Entering their information

Click the “Customer Name” Dropdown, this will pull their data from the form they filled out.

Step 4: Selecting the additional costs.

Special Wiring Solutions: This is only if special wiring is needed such as wiring for doors or windows. If none are needed, leave this blank.

Transformer Options: This will include their transformer, and additional options for their transformer such as recessing options, and homekit compatibility.

Note
Based on the amount of sq footage, you will get the recommended amount of transformers needed on the Sales Calculator Page.

Promotion Codes: Check the Promotion Code Document to see what promotions we’re doing.

Transformer Options			
Transformer	1	\$60.00 /unit	\$60.00
Recessed Enclosure	1	\$34.00 /unit	\$34.00
Special wiring solutions			
Magnetic Switch	4	\$10.00 /unit	\$40.00
Hourly Rate	3.8 Estimated Required Hours	\$25.00 /hr	\$95.00
Total (Before Taxes, discount)			\$4,948.25
Discounts			
Promotion Code:	30.00	30.00%	-\$1,484.47

Step 5: Their Payment Option.

In the top right corner, Insert from the dropdown how they'd like to pay. If this is just a quote, leave this section blank.



Their Options Are -

- Cash - Only if paying in full.
- Check - Only if paying in full.
- Debit / Credit - Requires 3.5% processing fee.
- Split Pay - Allows customers to pay half prior to install, and the other half after. Requires 3.5% processing fee.
- Zelle - Can pay in full to 254.709.2510

Step 6: Sending the invoice.

After the invoice has been created, from your ipad, screenshot the invoice, crop it, and simply Email or Airdrop it to them.

Once they've paid, I will email them a PDF copy of the invoice.

Invoices Created will have the following –

- Customer's First and Last name
- Customer's Address
- Email
- Phone Number
- Method of Payment
 - Credit or Debit
 - Cash
 - Zelle
 - Split Pay - Allows them to pay half for their film upfront, and half after installment.
- Price per panel
- Hourly cost
 - This is estimated based on the number of panels being installed.
- Order Number [V20240829CBA]
 - 10 - 11 Characters
 - **First Letter**
 - V - Vehicle
 - C - Commercial
 - R - Residential
 - P - Partner
 - S - Self installation
 - X - Reseller
 - **Year Order Was Placed**
 - 4 Digits
 - **Month Order Was Placed**
 - 2 Digits
 - **Day order was placed**
 - 2 Digits
 - **Customers Initials**
 - 1-2 Letters
 - Alphabetic Order (if someone with the same initials places an order the same day)
 - 1-2 Letters

Step 7: Customer Folder

Upload pictures taken, screenshot of your sales calculator, and a screenshot of the invoice to your Customer Folder into the Google Drive. Label the folder as -

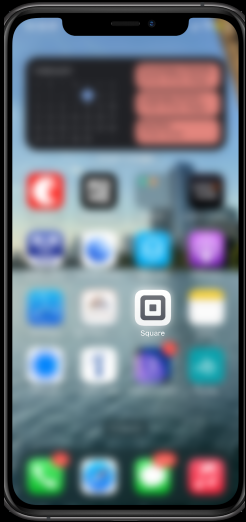
- Customers Order Number
- Customers First Name

Ex. C20240804CB - Chris

Accepting Payments

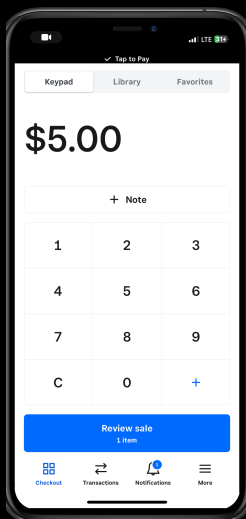
After the customer has accepted the quote and is ready to pay -

Step 1: Open the Square App

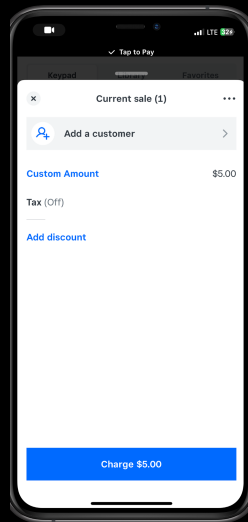
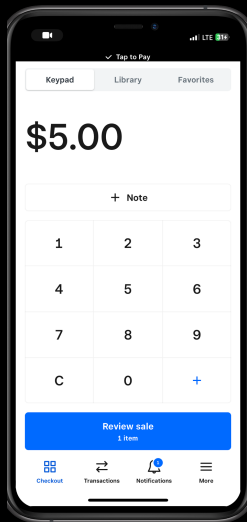


Step 2: On the keypad screen, type in their total price

This is the number in green on the top of their invoice



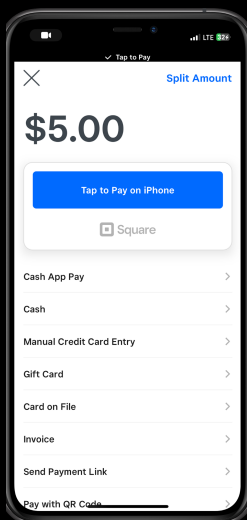
Step 3: Click “Review Sale” then “Charge”, both in blue.



Note:

You may have to delete the sales tax on the app. If you cannot delete the sales tax, manually add their total (number in gray at the bottom of their invoice) and subtract their discounts (number in red). This will give you the amount to put into Square so it will calculate the taxes.

Step 4: You can now either have them pay with Cash, Apple Pay, or Simply send them a link to pay.



Note:

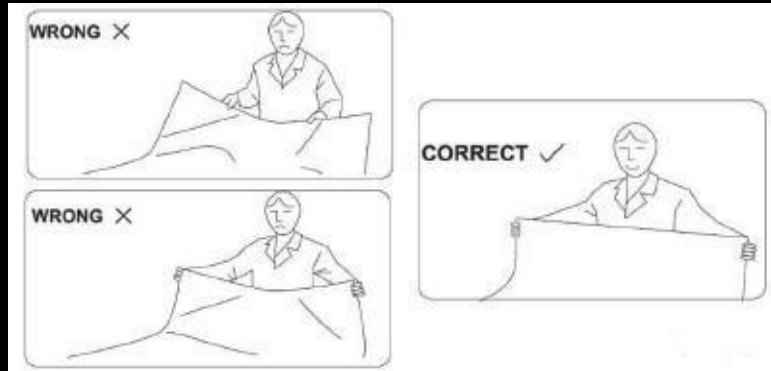
Don't forget to save your customer after you're complete.

Installation Instructions

(Under Revision)

Before you get Started

Keep Smart film flat and straight at all times. Don't let the film fold in any way, that will severely damage the film. If you need to re-wrap smart film around the paper roll (which is not recommended), make sure the adhesive side is facing outside after re-wrapping.



1. Rapid Glass Smart Film is a dry installation application. The installation surface must be dry and clean. DO NOT operate the material until the area is 100% dry.
2. Keep your working environment as clean and dust-free as possible.
3. Rapid Glass' film protective layer of the non-adhesive side should be kept on the installation until the installation process is completely finished.
4. Wear tear resistant gloves.
5. Use 110V AC power to the film with our transformer. Each transformer covers a different area depending on its wattage parameter.
6. The electrical contact strip ("Busbar") of the film edges should NEVER be in contact with the metal frame. When integrating 2 pcs of smart film onto one glass, make sure the gap between smart films is 2mm, not touching each other.
7. Do not connect the negative and positive wires on the busbars, it will cause a short circuit.
8. After installation use only Neutral Silicone Sealant with no acid. Any other Silicone will damage the film.
9. The Adhesive film should be used INDOOR only with no direct exposure to the sun



Tools and Material Required

Film and Accessories

1. Rapid Glass Smart Film
2. Transformer and Remote
3. Window Trim
4. Junction Box with Tamper Evident Tape or Structured Media Enclosure
5. "Rapid Glass" labels
6. After Care Box

Installation Tools

1. Fine Point Sharpie
2. Masking Tape
3. Window Cleaning Spray
4. Isopropyl Alcohol (99.9%)
5. Window Cleaning Squeegee
6. Tear Resistant Gloves
7. Microfiber cloths
8. Razor Blade Scraper Tool
9. Trash Bags
10. Drop Cloths
11. Scissors
12. Cleaning Wipes (For Caulk)
13. Installation Kit
 - a. Utility knife with extra blades
 - b. Edge trimming Tool (Looks like a pencil)
 - c. Soft Scrapers
 - d. Triangle Contour Squeegee
 - e. Straight edge cutter
14. Natural Silicone (Color Depends on the Job)
 - a. White, Black, Clear, or Almond
15. Caulk Gun
16. Magic Eraser

Wiring Kit

- a. 22 gauge Flat Wire
- b. Round to Flat Wire Conversion Box
- c. Electrical tape
- d. Wire Cutter
- e. Wire Stripper
- f. T Connectors (with caps)
- g. Wire Connectors
- h. Double Sided Tape

Optional

- Junction Box with Tamper Evident Tape (This will need a drill and Dry Wall Anchors)
- Solder Iron Kit
- Level
- Silicone Caulking Tools
- Trim 45° cutting tool
- HomeKit Smart Converters
- Stud Finder

- Tape Measure
- Lighting
- Portable Vacuum
- extension cord
- Wire concealing plugs
- Wire color Markers
- Touch Up Paint Brushes

Installation Procedures

Note:

While one person is preparing the film for installation, the other should be preparing the glass where it will be installed.

Step 1: Getting Started

- Place the Rapid Glass Film on a clean, flat surface on top of provided drop cloths.
- Ensure that the adhesive side is facing up. Do not remove the protective layer until yet. The adhesive side is usually marked with a label or a red stamp.



Note:

If there is some dirt on the surface, you can use alcohol to clean it. The self-adhesive function will likely still work.

Step 2: Cleaning the Glass Surface

- Spray the glass with the provided window cleaner. Use a razor blade to remove any dust and/or blemishes for optimal installation.
- Wipe the glass and edge of the window frame clean with microfiber cloth. The surface of the glass should be completely clean.



This Will Be a Video

- Spray the window again with the provided window cleaner, and this time use the squeegee while using an additional microfiber cloth to clean additional window cleaner.



This Will Be a Video

Note:

Do not continue to install until the glass area is 100% dry.

Step 3: Installing the Smart film

1. Using a soft, lint-free cloth, wipe down the protective layer on the adhesive side of the film to remove any dust or contaminants.



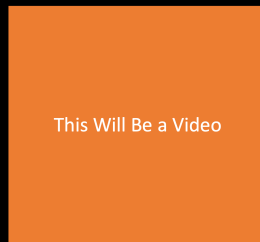
This Will Be a Gif

2. Very carefully, peel back the first 3-4 inches of the protective layer that is covering the adhesive side. Be sure that no dust falls onto the adhesive side during this step.



This Will Be a Video

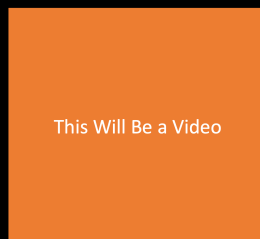
3. With two people depending on the size, align the self-adhesive film edge with the top edge of the glass (ensure busbars do not contact metal frame). Let the top 3-4" of the film rest on glass flat.



4. When the film is perfectly in position, run your finger or Soft Scraper along the top while pressing down on the film so that the applied self-adhesive will hold the film in position.



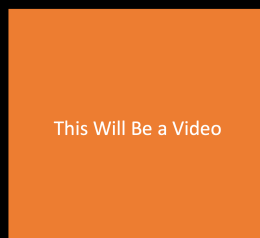
5. Pull away the protective layer slowly and allow the film to adhere to the glass under its own weight. Starting at the top, use the soft scraper in a horizontal (side-to-side) motion, gradually moving down the glass to disperse any air bubbles. If air bubbles still persist, carefully lift the film and try again.



Note:

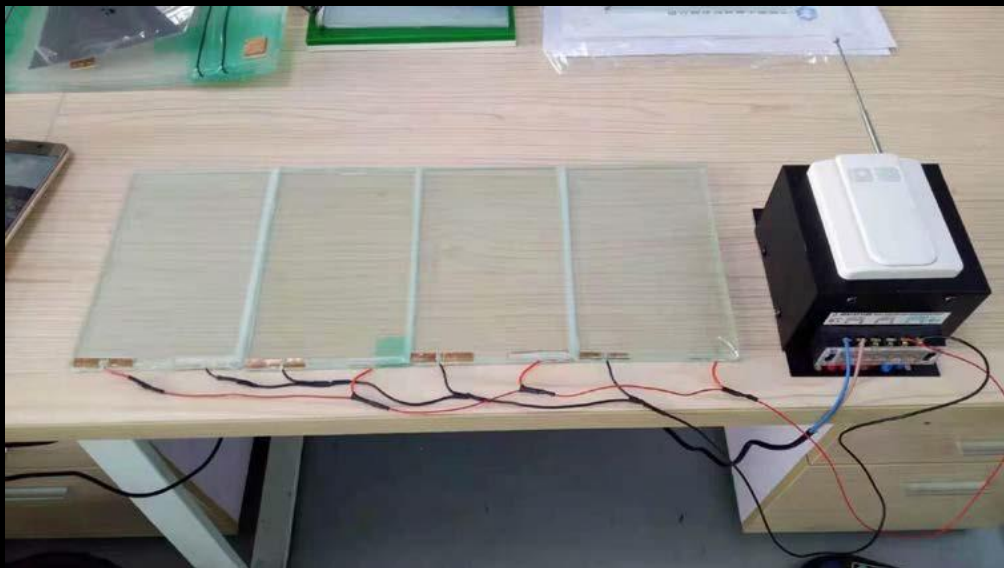
If any dust particles have stuck to the adhesive side, lift the film and remove them with adhesive tape.

6. Use the soft-edge scraper to remove any trapped air bubbles on the film's edges. If any edges appear to be lifting slightly, the edges will relax once the protective layer is completely removed.

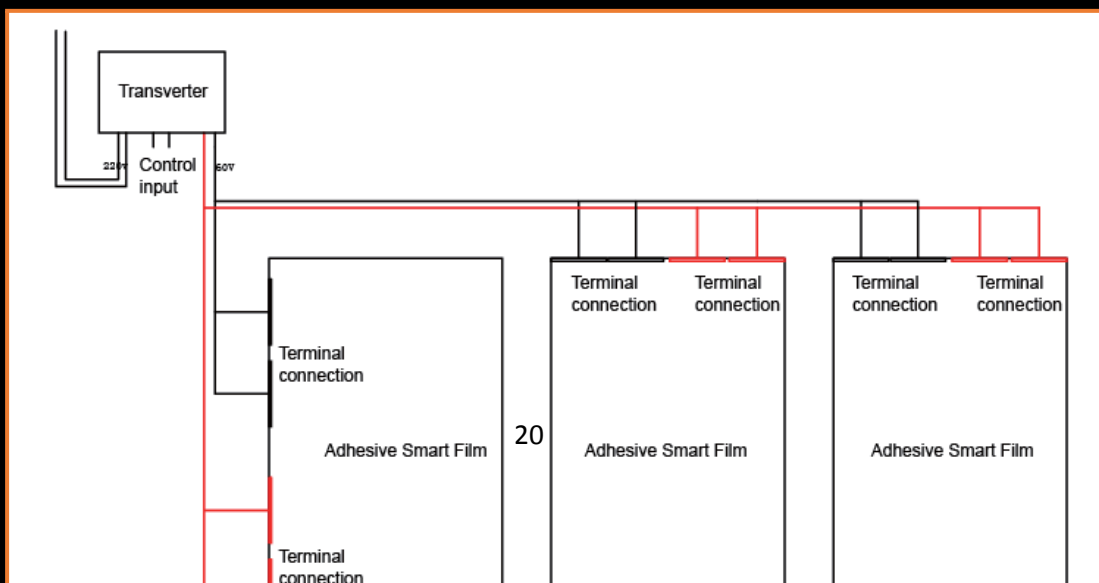


Step 4: Testing and connecting to Power

wires together. You can use heat melt glue to help organize the wires, securing wires in place

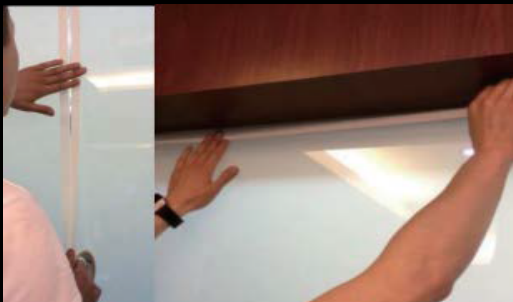


Connecting to power.



Step 5: Applying Neutral Silicone Sealant

Use Neutral Silicone Sealant (No Acid) along the film edges. First, stick the masking tape on the edge of the film (2mm shorter than the edge of the film). Then, apply the silicone glue on the edge of the film and use the small hand squeegee to ensure the silicone glue is applied smoothly everywhere. Finally, remove the tape from the film.



Step 6: Applying Window Molding

After you've installed the film, connected the wires, ensured the film works, and applied the Sealant, now cut to size the window molding for appearance. And congratulations, you're done.

Additional Notes

- Only clean Smart Film with Microfiber Cloths and alcohol.
- If you must re-size the smart film, use a sharp cutter blade. When trimming, the blade should lean towards smart film(kept) by 45 degrees, not vertically.

Wiring Solutions

Spring Wire (\$8)

This works for sliding doors



Conduit/wire protector V1 (\$12)

This works for doors and windows with hinges



Clamp for Glass Door (\$20)

This works for Frameless Glass Door



Conductive Wheel and Rail (\$80)

For sliding glass doors



Magnetic Switch (\$10)

This works for doors and windows

