

BUILDING PACKAGE **ORDERING PROCEDURE**

Before EZ-Build Systems (Corporate) can start processing an order, the following needs to be submitted:

1. Signed Quote
2. Signed Structural Shop Drawings Agreement
3. Finalized Architecturals
4. All Window & Door Dimensions (rough opening sizes)
5. Customer's Name, Address, and contact information (phone, fax, email)
6. Site Address
7. Name and Phone Number of Person Accepting the shipment (i.e. the contractor)
NOTE: There MUST be a 24 hour contact number for the person accepting shipment so that the trucker does not have to leave a message!
8. Delivery Date Requested
9. 25% Deposit (Wire Payment)
10. Any other special instructions that pertain to the order

The timeframe that EZ-Build Systems tries to guarantee for delivery is six to eight weeks after engineering has been completed (after the structurals have been issued to the customer to obtain their permit). Bear in mind however, that any changes after the structurals have been completed may lengthen the delivery timeframe.** (see 2nd page for more details about changes)

Once the product has been manufactured, the customer must submit the balance owing to EZ-Build Systems prior to the truck being loaded and leaving the manufacturing facility. Generally, the customer is only pre-paying a couple of days prior to delivery and is notified exactly when the truck will arrive.

PLEASE NOTE:

1. All deliveries arrive on flatbed and it is the customer's responsibility to arrange to have a forklift on site to offload the truck. The panels are packaged 8' wide and up to 24' long; thus, a forklift with fork extenders or similar attachment is required. The trucking companies allow 2 hours for offloading which is ample time for one person to offload with the proper forklift. If offloading should take more than the allowable time, EZ-Build Systems is not responsible for any extra charges that may be incurred. It is the customer's responsibility to cover all extra freight charges.
2. EZ-Build Systems tries to provide everything necessary for drying in the shell of your home, but please remember that THIS IS NOT A KIT. Because every contractor/builder builds differently, there may be the odd item that needs to be purchased for the shell over and above what EZ-Build Systems has provided. You are only paying for the materials included in the quote, thus, if more items are required, the customer must take responsibility for these items. If notified ahead of time however, EZ-Build Systems can add extra material to the quote (interior lumber, extra 2X material for shell, etc.)

**“Changes” are anything that requires a re-draw of final shop drawings. For example, any changes to the overall floor plan, structural integrity of the building, foundation, wall placement, roof (changing truss drawings), or floors (i.e. re-working for column placements). If these changes are requested AFTER the final shop drawings have been completed, EZ-Build Systems will charge \$250.00 per change plus any other related costs that may be incurred by having our engineer or manufacturers complete a re-draw.