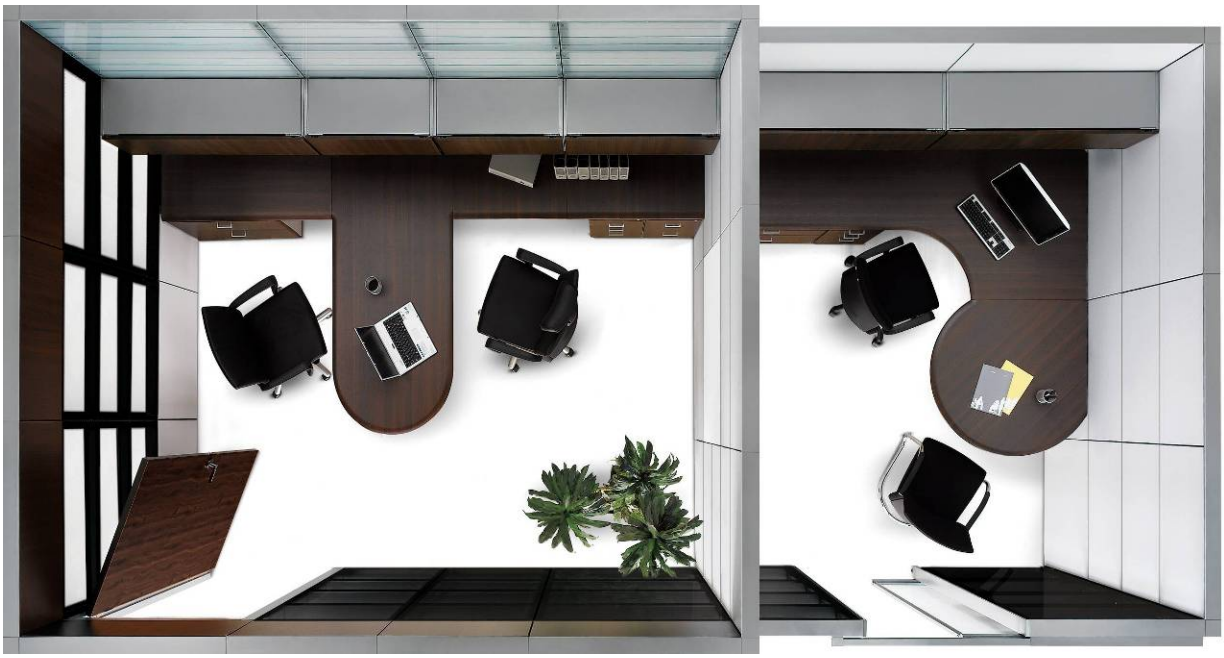
MAI | Modular Architectural Interiors



Delivery and Installation Program

Effective August 2008

330 Waterloo Valley Road, Mount Olive, NJ 07828
t 973 446 2300 | f 973 446 2399
www.maispace.com

Modular Architectural Interiors

Delivery and Installation Program Overview

To help our dealers reduce expenses and increase profitability, MAI will be offering a **FREE** delivery and installation services (D&I Program) in the NY/NJ area including Eastern PA (Coverage Area: within 70 mile radius of Mt. Olive, NJ). Free installation is based on non-union labor and subject to certain conditions. Contact MAI Customer Service in the case of union installation.

D&I Program may be restricted to certain regions within the Coverage Area. If a Dealer has a job that is outside the Coverage Area, a price can be negotiated through MAI on the Dealer's behalf. These additional costs will be passed onto the Dealer. Contact MAI Customer Service to confirm availability in your area.

To qualify for the D&I program, the Dealer **must** submit a signed and initialed copy of the attached Delivery and Installation Terms and Conditions form and also indicate Delivery and Installation on all purchase orders for the product.

The Dealer **must** be present for the final walk through. If the Dealer is absent, they waive the right to amend any punch items the Installer deems necessary to finish the job. Any items ordered above and beyond the Installer's recommendation will be charged to the Dealer as an add-on order, and the standard discount will apply.

Upon substantial completion of installation, the Dealer **must** submit a copy of the Delivery and Installation Report signed by both the Dealer and the Installer. No punch items will be allowed without this form.

The D&I program is being offered to Dealer at the sole discretion of MAI and as such may be canceled at any time without penalty or redress. In the event of cancellation, MAI's sole obligation to Dealer will end after the completion of any accepted D&I orders.

Thank you for your support and good selling!

Mark Bassil, President

330 Waterloo Valley Road, Mount Olive, NJ 07828
t 973 446 2300 | f 973 446 2399
www.maispace.com

Delivery & Installation Process

- Dealer Awarded Project
- Dealer Issues PO to MAI indicating Delivery and Installation
- MAI Issues PO to Installer
- MAI Sends Installation Documents and Order Acknowledgement to Installer
- Installer and Dealer Perform Site Visit
- Installer Provides Dealer Quotes for Non-MAI Products and/or Services
- Installer Performs Installation
- Installer & Dealer Perform Walk-Through
- Installer Sends Punch Order to MAI
- Installer Issues Quotes to Dealer for any Additional Charges
- Installer Invoices MAI
- Installer Receives and Installs Punch List Items
- Dealer and Installer Submit Delivery and Installation Report

330 Waterloo Valley Road, Mount Olive, NJ 07828
t 973 446 2300 | f 973 446 2399
www.maispace.com

DELIVERY & INSTALLATION TERMS & CONDITIONS

GENERAL INFORMATION

- **Orders less than $2,500 list are excluded from this program.**
- 50% deposit required on all D&I orders.
- Government orders purchased with GSA pricing is excluded from this program.
- Any project with special pricing is excluded from this program.
- Building to be in "move in" condition, including free and clear of all other trades and furniture.
- Product to be installed per MAI installation plans and approved by dealer.
- No changes will be accepted until installation is complete and punch list, if any, resolved.
- Dedicated elevator(s) access required with loading and unloading areas.
- Staging area(s) may be required depending on project size and complexity.
- Base feed and power/communication pole location to be verified by client and/or dealer.
- All orders $150,000 list price or more will be drop shipped directly to the job site. If the job is delayed, there will be an additional trip charge for installers to meet the container at the jobsite to offload the product and begin/complete installation at a later date.
- Any dealer who does not pay balance due within 30 days of billing will be excluded from the D&I Program. In the event of a punch, the Dealer may withhold 5% to be paid upon completion.

SERVICES INCLUDED

- Receive product and on-site delivery by MAI authorized installers
- Installation to be performed during normal business hours, Monday thru Friday, not exceeding an 8 hour shift
- All material necessary to protect elevators, walls, flooring, etc.
- Removal of all debris and cardboard
- Carpet(s) vacuumed
- One return trip for punch installation

SERVICES EXCLUDED

- Reconfigurations of any kind
- Sound masking installation
- Additional labor cost for union installation
- Site Inspections
- Verification of field dimensions
- Building access, carry ups, forklift deliveries or street level offloads where loading dock is not available
- Field order changes and/or client changes
- Electrical connection to the building
- Overtime or premium hours worked
- Multiple deliveries or phased installation
- Non-MAI items
- Client "walk through"
- Project delays: a charge of 4 hours minimum travel time per man will be invoiced if job is cancelled when installers arrive at the jobsite.
- Project manager (Dealer is responsible for all project management.)

Note: Installer will need a signed purchase/change order from dealer to perform any of the excluded services before work can begin.

Agreed and Accepted by:

_____

Dealer Name

_____

Dealer Principal

_____

Dealer Signature Date

DELIVERY & INSTALLATION REPORT

ORDER

Order #_____ CAD Designer: _____

Dealer: _____ Dealer Contact: _____

Installation Location: _____ Install Date: _____

_____

_____

Installation Status:

Complete: _____ Date: _____

Not Complete: _____ Date: _____

If not complete, fill out punch below.

Comments: _____

_____

_____

_____

PUNCH

Punch Order #_____ Estimated Punch Install Date: _____

Punch Status:

Complete: _____ Date: _____

COMPLETION

By signing below, I acknowledge the job has been substantially completed, and I, the dealer, am satisfied with the work performed with the exception of any punch items listed above.

_____

Dealer Name Date

_____

Dealer Signature Date

_____

Installer Signature Date

330 Waterloo Valley Road, Mount Olive, NJ 07828
t 973 446 2300 | f 973 446 2399
www.maispace.com

MAI
Modular Architectural Interiors

DELIVERY & INSTALLATION SCHEDULE

ORDER

Order #: _____ Number of deliveries: _____

Dealer: _____ Dealer Contact: _____

Delivery address:

_____ # Trucks to this location: _____

_____ Delivery Date: _____

_____

Direct to Site Address (Only applies to Drop Ship Orders, see order acknowledgment for details):

_____ # Trucks to this location: _____

_____ Delivery Date: _____

_____

See attached packing slips indicating the items going to job site & installer warehouse.