

# MAI | Modular Architectural Interiors



## Delivery and Installation Program Effective October 2014

# Delivery and Installation Program Overview

To help our dealers reduce cost and increase profitability, MAI will be offering **FREE** delivery and installation services (D&I Program) within a 250-mile radius of Pine Brook, NJ<sup>1</sup> (Coverage Area). Free installation is based on non-union labor and subject to certain conditions. Contact MAI Customer Service in the case of union installation. This program applies to MAI products only, with the exception of ALUR Walls, which is excluded from this program.

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 MAI deems necessary to finish the job. Any items ordered above and beyond the MAI'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 MAI Lead 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. Any dealer that does not pay balance of invoice within in 30 days of billing will be canceled from the Program. 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!

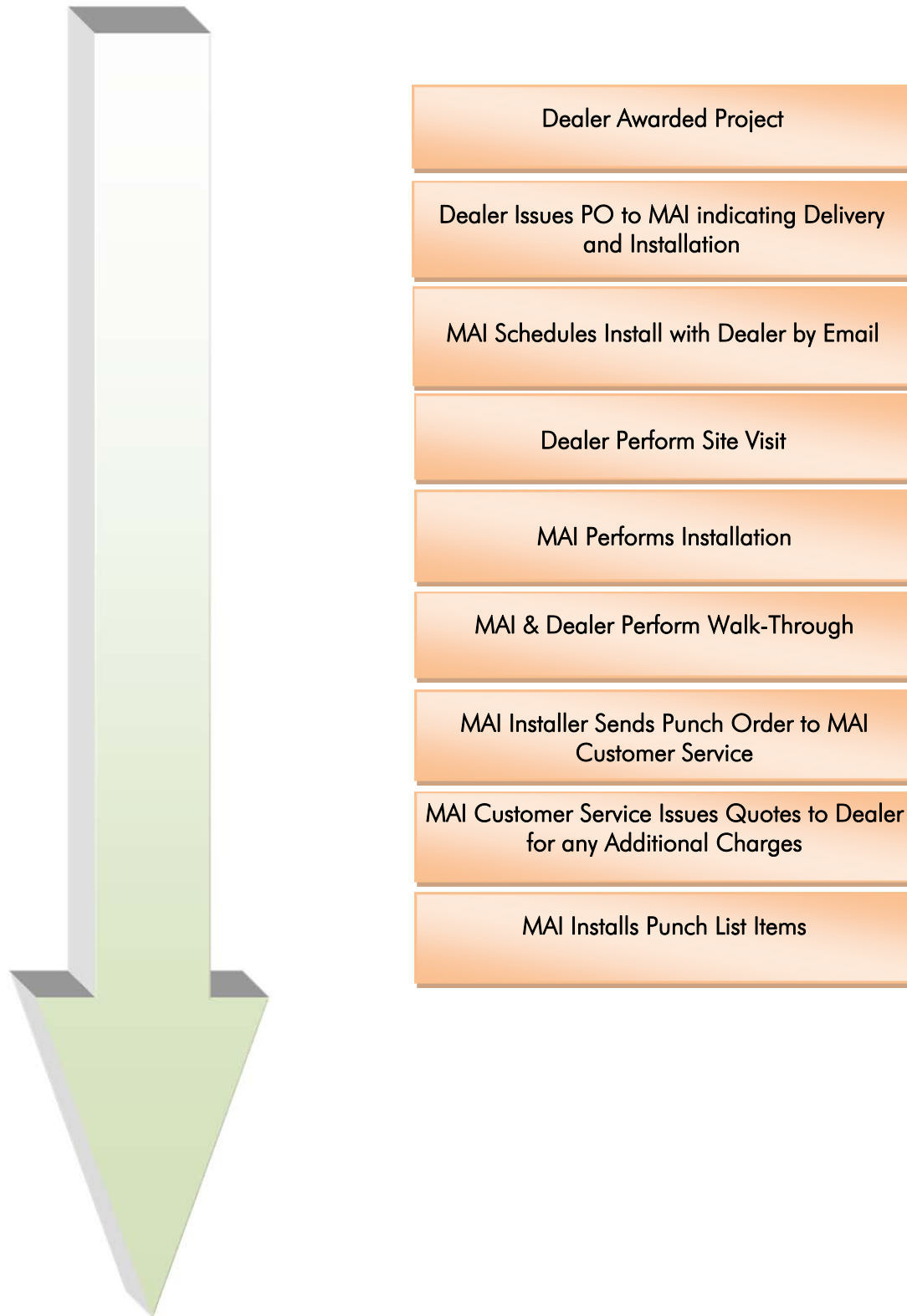


Mark Bassil, President

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<sup>1</sup> Stamford, CT (63mi); Philadelphia, PA (100mi); Hartford, CT (138mi); Albany, NY (140mi); Harrisburg, PA (157mi); Baltimore, MD (193mi); Worcester, MA (200mi); Newport, RI (205mi); Syracuse, NY (224mi); Washington, DC (23 mi); Boston, MA (238mi)

## Delivery & Installation Process



## DELIVERY & INSTALLATION TERMS & CONDITIONS

### GENERAL INFORMATION

- **Zone 1 (NJ/NY):** orders less than \$2,500 list include delivery but not install.
- **Zone 2 (100 mile radius of Pine Brook, NJ):** orders less than \$25,000 list do not include delivery or install.
- **Zone 3 (101 to 250 mile radius of Pine Brook, NJ):** orders less than \$25,000 list do not include delivery or install, and orders between \$25,000 and \$99,999 list include delivery but not install.

### Contact MAI Customer Service for delivery/install quotes on orders that do not qualify for free D&I per above

- 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 \$100,000 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 install at a later date.
- If punch issues remain, the dealer may withhold 5% to be paid upon completion.

### SERVICES INCLUDED

- Receive product and on-site delivery by MAI installers
- Installation to be performed during normal business hours, Mon to Fri, not exceeding an 8 hour shift per day
- 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

- Field cuts
- Reconfigurations of any kind
- Sound masking or ALUR Wall installation
- 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 management (dealer is responsible for all project management).

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

### Agreed and Accepted by:

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Dealership Name

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Dealer Principal Name

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Dealer Principal Signature

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Date

# Sign-Off Sheet

**MAI I Modular Architectural Interiors**

Phone: 973-446-2300 Fax: 973-446-2399

Date: \_\_\_\_\_

Quote # \_\_\_\_\_

PO # \_\_\_\_\_

Dealer Name: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Directions: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Additional Work: \_\_\_\_\_

Total Men: \_\_\_\_\_

X Hours: \_\_\_\_\_

Total Hours: \_\_\_\_\_

**PUNCH** \*\*\*\*\*Remember to note all serial number, dates, and finishes/fabric, com product\*\*\*\*\*

Location	Description of problem	Parts needed, color, size, etc.	QTY

***By signing this document you the customer accepts the job as complete and free of any and all damages except for items noted above.***

**Customer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_