MAI | Modular Architectural Interiors

Delivery and Installation Program

Effective October 2014

10-A Bloomfield Avenue, Unit A-2, Pine Brook, NJ 07058
t 973 446 2300 | f 973 446 2399
www.maispace.com

Modular Architectural Interiors

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 100-mile radius of Pine Brook, NJ. 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.

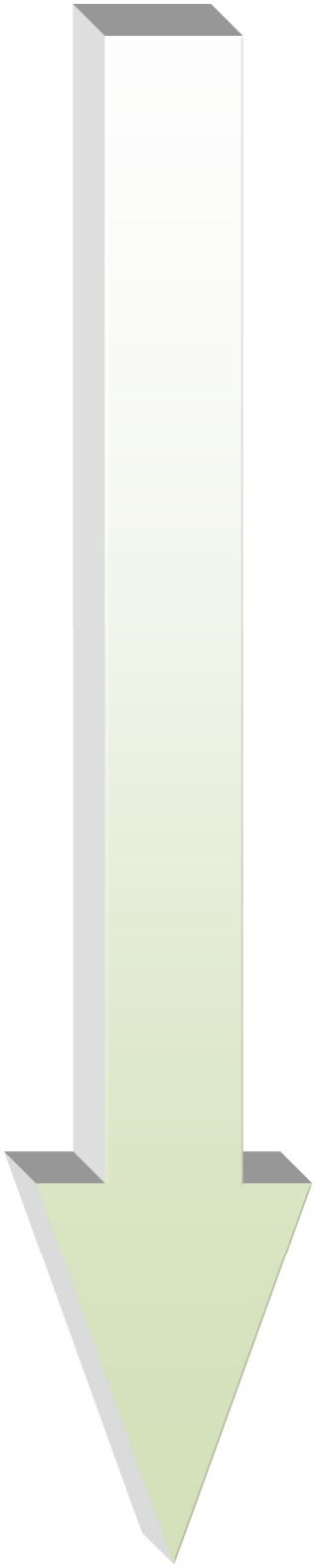
To qualify for the D&I program, the Dealer **must** submit a signed and initialed copy of the attached Delivery and Installation Terms and Conditions form and also indicate Delivery and Installation on all purchase orders for the product.

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.

Delivery & Installation Process



Dealer Awarded Project

Dealer Issues PO to MAI indicating Delivery and Installation

MAI Schedules Install with Dealer by Email

Dealer Perform Site Visit

MAI Performs Installation

MAI & Dealer Perform Walk-Through

MAI Installer Sends Punch Order to MAI Customer Service

MAI Customer Service Issues Quotes to Dealer for any Additional Charges

MAI Installs Punch List Items

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DELIVERY & INSTALLATION TERMS & CONDITIONS

GENERAL INFORMATION

- Free nonunion D&I on orders $25,000 list or greater within100 mile radius of Pine Brook, NJ.
- Government orders purchased with GSA pricing is excluded from this program.
- Contact MAI Customer Service for D&I quote on orders that do not qualify for free D&I per above.
- 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
- Partial workstations (e.g. just panels without worksurfaces or pedestals)
- 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 requires a written purchase/change order from dealer to perform any of the excluded services before work can begin. The D&I Program is offered to dealers at the sole discretion of MAI and may be canceled at any time without penalty or redress to MAI. Any dealer that does not pay balance of invoice within 30 days of billing will be excluded from the Program. In such event, MAI's obligation to Dealer will end after the completion of any accepted D&I orders.

Agreed and Accepted by:

Dealership Name _____ Date _____

Dealer Principal Signature _____

Dealer Principal Name _____