

*We would like to thank you for your recent metal building/carport purchase. We have listed a few key points to keep in mind prior to installation to make sure you are happy with your finished product.*

1. Delivery time frames are consistently changing due to weather, holidays and workloads. Please keep in mind that the estimated time frames are subject to change, but we try our hardest to get you the most accurate schedule in a timely manner. If you are going through the permit process, your turn around time for installation **DOES NOT** begin until your permit is approved so please make sure you contact our office once your permit has been approved so that we may begin your turn around time for installation. Otherwise; we will only assume that you are still pending on permit approval therefore, delaying your installation dates.
2. Confirming installation dates with scheduling department and canceling dates assigned will result in a \$350 **restocking fee**.
3. We will call you approximately 2-3 days before installation to schedule your delivery date and approximate time. Saturdays and Sundays are not available for installation dates. If you desire a weekend installation a \$200.00 minimum fee will be charged per day.
4. Please keep in mind that your ground surface **MUST BE LEVEL** and **CLEARED** prior to installation. If you have an RV or any object and cannot remove them from area of installation, a **build over fee** will be applied. Slopes front to back and side to side effect proper installation of buildings. There will be a **labor charge** if any surface is unlevelled and adjustments are done to buildings at time of installation. We do not do any ground/foundation work so if the job site is not suitable upon arrival, we will not install your unit and an automatic \$350 **restocking fee** will also be added to your balance due.
5. If there are any utility lines onsite, PMB Inc may contact US Locates prior to your installation. This is a free service that is offered by the City Utilities Departments. US locates will mark any local underground line, *they do not detect any private lines*. You will be responsible to hire someone local to mark those private lines. You are responsible to mark the job site in White paint/chalk. This must be done in white only.
6. If you are going through the permit process, please let us know at the time of order. A set of free **Generic Engineer Drawings** can be provided with every standard size building/unit if proper anchoring system was purchased. These drawings are not guaranteed to work for all permit purposes in all city/county building departments. Upon request per your building department and for an additional fee, you may also order Engineered **Specifications and or Calculations**.
7. Installers need adequate space on all 4 sides of your unit to build. A minimum of 3'-4' clearance per side and per end as well as above the eave height clear space is required onsite. Please feel free to send us pictures of the area if you have any questions about whether the building will fit correctly in your space. Lack of required workspace will result in additional **labor charge**.
8. Buildings that are 13' tall OR Buildings 26' wide-30' wide as tall as 12' will require a forklift onsite for installation. PMB Inc may bill you for a forklift onsite unless you can provide forklift onsite. That forklift must lift at least 21'.
9. Please double check all measurements prior to installation and make sure our order represents those measurements well taking in consideration 3'-4' clearance all around.

By signing this form, I acknowledge all terms listed above.

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