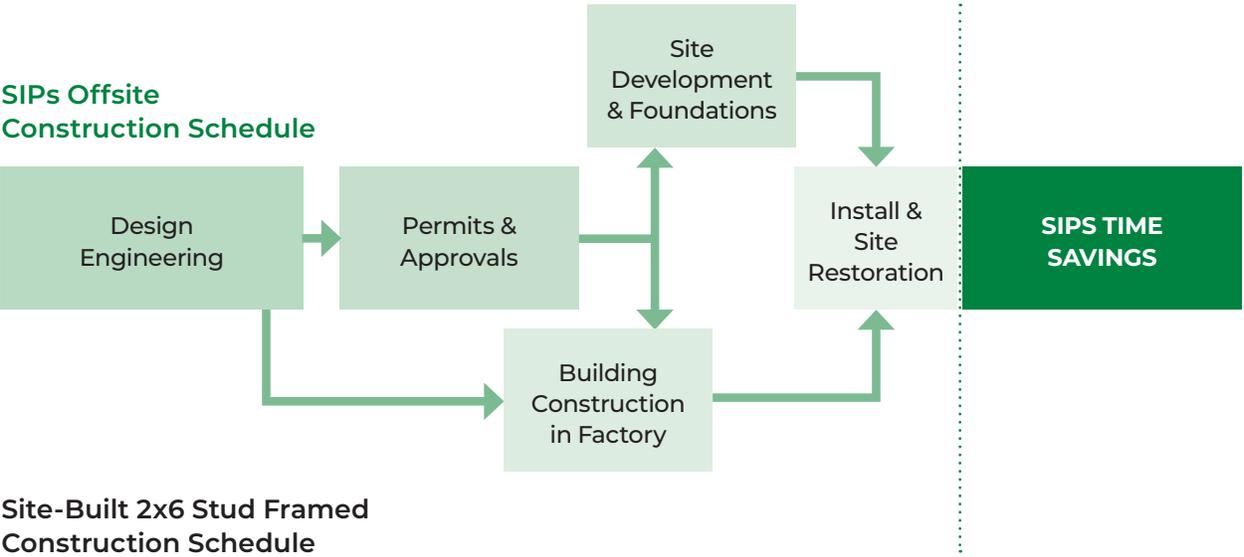


DETAILED PREMIER PROJECT LIFECYCLE

On behalf of Premier Building Systems (Premier), we would like to thank you for placing your confidence in our products. You have chosen what many in the building industry believe to be the future of building – SIPS! We feel you are purchasing the best structural insulated panels manufactured in America today.

The process used to create a structure using SIPS is a bit different than traditional construction. Premier SIPS are manufactured with extreme precision in our state-of-the-art manufacturing factories. Just like a window and cabinet package is custom manufactured to each project, successful SIPS installations require pre-planning before factory production and jobsite delivery. This upfront pre-planning can significantly reduce the installation time in the field.

This document is designed to walk you through the steps in this process. As we work together to complete your project, the following pages outline the process and explains what to expect during the project lifecycle. Please refer to these guidelines often as we progress through the milestones of your Premier SIPS project.



THE PROCESS ... STEP-BY-STEP

1. SUBMITTAL OF PLANS FOR AN ESTIMATE

Architectural or designer building plans are submitted to your local Premier SIPS Representative to establish a Project Estimate (electronic file formats, such as a .PDF are appreciated). In most cases your Premier Representative will provide a project estimate within 5-10 business days. The more detailed your building plans, the more accurate we can be in providing you an accurate estimate. However, Premier is providing an estimate based on the initial information provided. There are often changes made by the customer, architect, engineer or builder, as well as alterations to layout requirements that are very difficult to estimate prior to final SIP drawings being signed and approved.

2. APPROVING THE ESTIMATE

Along with pricing, the “Project Estimate” includes the terms and conditions from which both parties will be operating. It will be necessary to sign and return the document, acknowledging you understand these terms and conditions and that you would like Premier to proceed. For an Estimate to be approved and the project to begin, Premier requires the following:

- Signed estimate with the attached Terms and Conditions by legal/authorized project representative.
- A non-refundable deposit to initiate the drafting and project management process.

3. PREMIER POINT OF CONTACT

You will be assigned a dedicated Premier SIPS Project Manager. Your “PM” will be your primary point of contact throughout the duration of your project. He or she will provide you with interpretive SIP Layout Drawings (Layout Drawings), typically within 10 business days of Premier’s receipt of the completed elements in #2, for your review and approval.

4. CUSTOMER REVIEW OF SIP LAYOUT DRAWINGS

Your review of the Layout Drawings is the most critical component of the entire process. It will set the stage for Premier manufacturing to fabricate the SIPS to your specifications. The Layout Drawings you receive from your PM are interpretations of the building plans you have provided. It is ultimately your responsibility to review these Layout Drawings for accuracy and approve them by signing each drawing in the set. We strongly encourage you to utilize a lead design professional, either an architect or experienced builder, while reviewing your drawings.

5. SIPS ENGINEERING

If Engineering is required, an additional deposit may be required at time of service (Contact your PM). If some engineering cost was included as part of the estimate, when the actual engineering costs are determined, they will be included on the Contract of Sale (COS) with the additional deposit being applied against the total price on the COS.

6. REVISION PROCESS

It is very likely you will have modifications to the Layout Drawings you receive. Once Premier receives your “red-lined” (marked-up) changes, we will make every effort to get the drawings revised and back to you within 5 business days. A marked-up set of Layout Drawings is the preferred method to communicate changes or corrections. Verbal changes or an emailed list may delay revisions or cause an additional set of revisions. It is important to review your entire set of revised drawings, as a revision to one component may affect adjacent SIPs.

There are occasions where this process of revisions may take more than one cycle. Depending on the number of revisions made, the review process will vary in length. As the reviewer, you have a great deal of influence on the overall revision process and its effect on the total project lifecycle. Two rounds of revisions/edits are included in the initial pre-production services portion of the Premier SIPS estimate. Additional revisions may incur additional fees.

7. RECEIPT OF FINAL APPROVED DRAWINGS

Once your Premier SIPS PM receives the final approved and signed SIP Layout Drawings, they are then turned into production-ready drawings, known as “Production Details” from which Premier Manufacturing will fabricate your SIPs. This step also requires “nesting” of the panels for best utilization; safe stacking; and any sequencing requirements you may have. Your PM determines the final material requirements based on these production drawings, develops a final “Contract of Sale” (COS) incorporating the final price (including revisions and any change orders). The COS will be submitted to you within 5 business days for your signed approval.

8. APPROVAL TO PROCEED WITH PRODUCTION

Your approval and return of the signed Contract of Sale (COS), along with a down payment in the amount of 50% of the project’s contract price will initiate the production process. Projects will not go into production without this down payment. Payments can be made via credit card (3% fee applied to credit card transactions), wire transfer or check. However, if paying by check, there is the possibility of delays based on the time it takes for the check to clear. Please keep this in mind as production will not begin until the check has cleared.

At this point, it is extremely important that you are completely ready to proceed. Your project is unique and custom fabricated, which means Premier is unable to resell or restock your products after manufacturing. As a result, by giving approval to manufacture, you will be liable for the project, even if for some unforeseeable reason you must cancel. If you have any questions, please contact your PM prior to submitting the COS.

9. PRODUCTION

After the signed COS & 50% down payment have been received and funds have cleared, the project will be put into the production schedule. Important note: We need to have signed Layout Drawings, signed COS (or PO for applicable customers), and down payment prior proceeding any further. Projects will ship from our manufacturing facility based on our current lead time (Contact your PM). Lead time is determined after receipt of the signed COS and the clearing of funds (item #8). Once your project has entered production, any changes made to the project at this time may result in a delayed shipment (and additional charges), as changes cannot be made to SIPS once fabrication has begun.

10. SCHEDULING DELIVERY OF PREMIER SIPS

Within 10 business days of your project entering production, the Premier Shipping Manager will contact you to confirm/schedule your delivery date (based on the date in your COS). The final balance due must be paid in full (and all funds made via check must clear) before the Shipping Manager can release your completed project for shipment – unless other arrangements have been made.

11. PAYMENT OF OUTSTANDING BALANCE

Payment of the balance for the project is due prior to shipping unless previous arrangements have been made. If paying by check, please allow time for transit and time for check to clear. Delays in payment may result in delays or cancellations of shipment, which in turn may cause additional charges as noted below in item #14.

12. PREPARING FOR RECEIPT OF YOUR PREMIER SIPS

The last two pages of the COS provide a detailed overview concerning the delivery of your Premier SIPS. We strongly encourage you to revisit this document a few days prior to delivery to insure you are in position to receive the product.

Unlike the many pieces used in conventional framing, SIPS take up a large footprint. Planning through this stage for your construction site will make it easier for SIPS installation.

13. RECEIVING YOUR PREMIER SIPS

It will be necessary to have someone on site to receive the shipment. This person must physically inventory the Premier SIPS and other materials delivered based on the packing list provided with the shipment. If anything is missing or damaged, you must make note of it on the “Packing Slip” provided by the Delivery Driver. Then notify your Premier PM immediately in order to assist with remedying the situation. There are occasions, due to the customization of each SIP and particularly with smaller SIPS, that it might appear a SIP is missing, when in actuality, it resides within the shipping load, but nested among other SIPS. Through our load diagrams and pictures taken during load-out of the trucks, our shipping staff should be able to help if something is believed to be missing. Again, it is critical to document damaged or missing pieces on the “Packing Slip” and to notify your Premier PM immediately if there are any possible concerns with the load.

Per the Terms and Conditions included with the estimate document, it is necessary to notify Premier, in writing, within 15 days of delivery, should you find any perceived defects or non-conformance of the product you received. Beyond this period, the product will be considered to have been received without exception. If, for any reason, you do not plan on installing the Premier SIPS within 15 days of delivery, an inspection and notification of any non-conformance, would still be required within this time period for a claim to be considered.

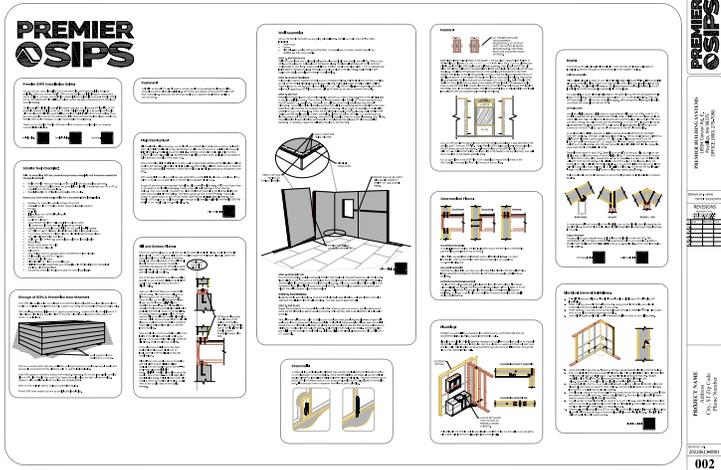
14. DELAYS TO DELIVERY

We recognize delays occur with projects. At the same time, it is very difficult for us to store and maintain projects in a protected environment once they have been produced.

To accommodate slight schedule delays, Premier will store panels up to 1 week beyond the scheduled delivery date at no charge. Beyond this period, there will be a weekly charge of \$300 (per truckload) per week for storage. If the project is delayed beyond one month, Premier will invoice the customer to pay the full balance due upon invoice receipt. Additionally, any delays to delivery within 48 hours of the scheduled shipment will result in an additional \$350 freight rescheduling fee. It is in no way Premier's desire to pursue these fees, but the liability of storing and the inability to restock custom manufactured products affects Premier's ability to operate effectively.

LAYOUT DRAWINGS & CONSTRUCTION DETAILS

As mentioned throughout the process, each custom Premier SIPS package will be delivered with Layout Drawings, which include specific Construction Details for each project. Keep these in a safe place on the jobsite, as Contractors and Installers will refer to these often.



We hope these guidelines help layout the process from approval to proceed with drafting through the receipts of your Premier SIPS order. Typically, you can expect a project to take from 4-12 weeks, but that time frame can vary significantly for a variety of reasons. The customer review, permit process, engineering changes, customer approval and payment steps are elements over which, you as the customer, have control, and when not performed in an expedient manner, can add days, weeks, or even months to the project timeline.

It is our overriding mission to provide you with the product you want, when you want it, to the standards you expect. You have shown, by purchasing Premier SIPS, that you are willing to invest in the very best products available to construct your building envelope. We are honored to have the opportunity to be a part of this investment. Please contact us with any questions before, during, or after construction.