

## **Attachment G – Contract Services for MH Pro! Customers**

**Summary:** From engineering drawings (or FBE Data Template) you provide, FBE engineers and technicians will create MH Pro! reports for individual structures and e-mail them to you. Drawings will be sent according to an agreed upon schedule in 5 or more business days of the receipt of the job data. Earlier delivery is available on a limited basis for additional fees, as described below.

#1. Drawing Sets The following set of MH Pro! Reports will be delivered for each structure:

Submittal Drawing Shop Drawing Bill-of-material Report.

#2. Set Up for MH Pro! Users FBE will create drawing sets for MH Pro! users for any structures that have defined Reference Structures. Request for Contact Services for structures that do not have Reference Structures will be handled on a case by case basis and the cost will reflect the work involved.

#3. Engagement and Delivery Process You send an FBE Template of structure data (or for additional cost the engineering drawings) for a job to us by e-mail or by overnight carrier at your cost. We e-mail you back the MH Pro! reports in 5 or more business days. Should corrections need to be made they will be made with next day turn around. One change will be made at no additional charge. This service is only for structures that have existing Reference Structures.

#4 Pricing. The Up-front Fee is \$150 and it provides for setting up your company and for the delivery of MH Pro! reports for the first 10 structures. Thereafter the chargeable categories for structures are:

- Template Data - \$15/structure for each of the first two (2) structures in a job. Structures after the second will be \$10/structure with structure data supplied within the FBE Template.
- Individual Structures with data problems – a \$8/structure fee will be added for problematic data
- Time and Materials - drawing sets for complex or difficult structures will be created on a Time and Materials basis.
- Expediting Fee - an Expediting Fee of \$8.00 per structure for up to four structures will be charged when next day service (delivery before COB next day) is required in limited cases. Delivery in 2, 3 or 4 days carries a \$4.00/structure Expediting Fee.

When the engineer or agency has approved the drawings set (if applicable), notify us and we will invoice for full jobs or individual structures in batches of 20 or more structures.

#5 Business Agreement Existing MH Pro! customers will sign an amendment to their existing agreement to describe the Contract Services they require.

To inquire about Contract Services MH Pro! Customers call 866-894-2785 and ask for Pat Race or Tom Goodman.