

## **Attachment H – Contract Services for non 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 Non-MH Pro! Users** Your company pays an Up-front Fee which covers the cost of the reports for up to 10 structures delivered to you. FBE will interview by phone your take-off people to establish a database and a set of Reference Structures for each type of structure you want FBE to produce drawing sets for. Sample drawing sets will be supplied to you for validation of the collected data.

**#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! drawing sets 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 \$300 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 - \$30/structure for each of the first two (2) structures in a job. Structures after the second will be \$18/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 or structures with no Reference Structures will be created on a Time (\$15/hr for Technicians, \$45/hr for Engineers) and Materials (MH Pro!) 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), you will notify us and we will invoice for full jobs or individual structures in batches of 20 or more structures.

**#5 Business Agreement** Your company will sign a Business Agreement for FBE Contract Services that outlines the details of the process and the payment arrangements.

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