

Portable Building Invoice



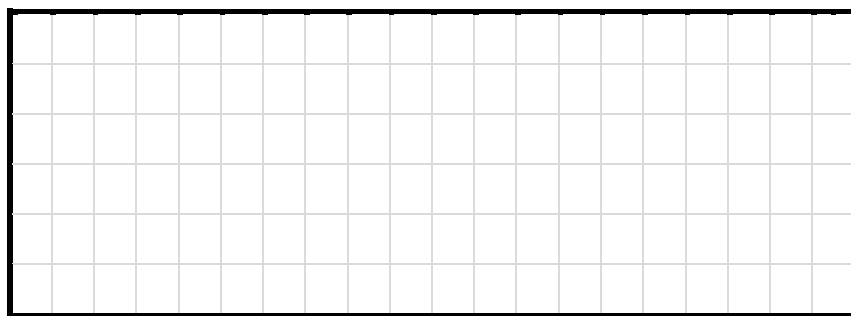
P.O. Box 707
Wills Point, TX 75169
Business Office:
800-636-4700 Fax:
877-667-2219

Selling Location:
Build On Site:
To be Built:
Building Location:

BILL TO			SHIP TO		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
PH #'S			PH #'S		
BUILDING STYLE	SIZE	SERIAL #	BODY	ROOF	TRIM
	X				

OPTIONS:		
INCLUDES:		
DIRECTIONS:		
	DELIVERY FEE	
	<input type="checkbox"/> ON SITE FEE	

Sketch for BOS/TBB



TX DOT / Set up:		
Total:		
Tax:		
Sub Total:		
Deposit or finance amt		
Due On Delivery		

<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check	<input type="checkbox"/> Cash	<input type="checkbox"/> Finance	<input type="checkbox"/> RTO	<input type="checkbox"/> BLI
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Load with door facing _____ Approx. Delivery Date _____ On Site _____ To be Built _____

THINGS YOU NEED TO KNOW

Check with your local government about permits, if needed, it is your responsibility to secure them and have them available at time of delivery. Standard delivery is considered an unobstructed path to site. By signing this document you understand and agree that Texwin will NOT be responsible for damage caused to/by trees, shrubs, gates, septic systems, lateral lines, sprinkler heads, or any other obstacles on your property, including ruts caused by our equipment. (Texwin will furnish flags to mark such hazards at not cost.) When delivering, if Texwin has placed blocks under the building and you request us to reposition/ move the building there will be an additional fee of \$50.00 for each move payable to our delivery crew. Texwin cannot come to your site to measure clearances or determine if property is dry enough for delivery without a fee.

SELLER WILL HOLD 15% OF RETAIL PRICE FOR LIQUIDATED DAMAGES ON ANY ORDER CANCELLED AFTER 72 HOURS. ORDERS CHANGED AFTER 72 HOURS COULD RESULT IN A 10% SURCHARGE.

X _____
Customer Signature

X _____
Sales & Design Consultant Signature

Texwin
1501 Goodnight Blvd.
Wills Point, TX 75169

What to Expect

Thank you for your business and trust in our company. We know that you had many choices in your decision process. Our goal is to exceed your expectations of our service and our product. If you have any questions or would like to make any suggestions on how we can improve on future buying experiences, please contact us. We have listed below what you can expect from us and what we will need from you to help make this process flawless.

If you are buying a building from our existing inventory, our standard building delivery time is 10 business days during optimal weather conditions. During adverse weather conditions this may take a little longer but rest assured we will get your building to you as soon as possible.

We offer expedited service, guaranteeing 2 day (weekdays) delivery for \$200. If we fail to complete the transaction within the promised time frame, we will refund \$10 per day for each day missed up to, **NOT TO EXCEED**, the total amount charged for the "RUSH".

On any custom order building be sure to look at your invoice carefully, make sure everything is listed that you are expecting in/on your building. We will build the style and size specified on your invoice, including door and windows in the sizes listed. **If it is not listed, it was not charged for, and will not be part of the installation.**

We will start the process of manufacturing within 24 hours of your order, we will order it specifically for your project. When all components are ready, we will call you with an expected install date (usually within 2 - 3 weeks). Because your building colors are ordered specifically for you, any change or cancellation after 72 hours will result in a 10% restocking fee.

For the best results, your location needs to be level, the delivery/installation crews are not equipped to do dirt work, tree trimming, gate or fence removal of any kind at your site, this is your responsibility. We can safely block up one end of the portable building up to 12 inches higher than the other but no more. To block higher because of uneven ground would be hazardous to both the end user and our crews. The crews will need unimpeded access to the work site. Because electrical tools, heavy steel components, sharp edges of sheet metal can cause injuries, please make sure that any observers and animals are kept at least 30 feet from the work site.

The crews will not be able to work in wet, muddy, rain or high wind situations because of the obvious danger inherent in these conditions. These conditions prior to the scheduled install may cause a delay of your delivery/installation. We will keep you advised as best we can. If you feel the ground conditions at your site will not support the truck and trailer required to perform the install, let us know beforehand. We cannot come to your site to inspect ground conditions. We will always be respectful of your property, but cannot be responsible for ruts, sprinkler heads, septic systems, or any other hidden obstacles, so please mark anything you think we may damage while approaching or working at your site.

You or an adult representative must be at the site when we arrive, to show us the site selected for the building, and **we expect you to pay the install crew in full upon completion.** They will accept your check or cash or they will contact our office to process your debit/credit card. (MasterCard, Visa, American Express or Discover Card) You can expect our highly skilled crews to construct your building exactly as it was ordered. They will ask you to inspect the completed job and sign a completion form, if there are any issues they cannot address while at your location, please note this on the form. We will leave the job site clean, none of our trash will be left behind.

Items to note:

- All doors are white unless noted otherwise.
- All sheet metal is 29 gauge unless otherwise specified.
- If you step inside a closed building and close all doors, you will likely see light in various places. This is because our buildings are designed to be waterproof not light proof. Insulation is available and will block all light as well as make your building easy to heat and cool.
- Buildings being delivered out of existing inventory are generally completed within 10 business days of completion of all paperwork. Buildings that are being built at your location or custom built for delivery are completed within 2 - 3 weeks (subject to weather and peak seasons).
- We do offer 2 business day expedited service (3 business days on a Rent to Own and 14 business days on a Build on Site) for an additional fee (\$200.00). If we fail to complete the transaction within the promised time frame, we will refund \$10 per day for each day missed up to, NOT TO EXCEED, the total amount charged for the "RUSH". If you discussed an expedited installation of any kind with your salesperson, make sure it is on your invoice. Customer must accept the first day and time of an offered delivery. We have no control over weather, for every day of rain/ inclement weather during the expedited period, one additional day will be added to the allotted expedited period.
- Saturday deliveries are available for an additional fee (\$199.00). Two day Saturday delivery fee is \$249.00.
- We have many models in stock, some have insulation, wiring packages, shelving, lofts, ramps or many other options that are available at an additional charge. If you are expecting any of these or any other options on your building, make sure that they are on the invoice. We are selling you the building on the invoice, not necessarily the building you looked at.
- **Delivery - Our responsibilities** - We will expertly deliver (including blocking and leveling) your portable building to your level site. **Your responsibilities** - to ensure the delivery site is free of any obstacles such as trees, fences, boats, cars, ditches, inclines, creeks or any other impediment (including mud or rain soaked ground) that blocks your chosen location. Please have an alternate location available in case the first choice location is unattainable. We use highly specialized equipment, so we can accommodate most locations as long as the desired location and path are larger than the building and can be accessed by a truck and trailer. Also consider having your building built on site.
- Texwin does not offer any cosmetic warranties on black colored panels. Tiny imperfections that exist on all colored panels are more easily seen on black colored panels. In choosing black panels, buyer understands that there is NO cosmetic warranties and agrees to accept all black colored panels regardless of visible blemishes.

I acknowledge reading the "What to Expect" memo.

X _____
Customer Signature

Date

Thanks again.

Texwin

Thank You for Choosing Texwin

Please Review Fill out and Initial the following for our Scheduling Process!!

1. The Address on my order is correct for Delivery. _____

2. Building's Size, color and options are all correct. _____

3. All Buildings are set and leveled with treated lumber unless upgraded on your order. _____

* If providing your own blocks must be solid concrete blocks, we estimate 1 every 5' down the 2 skids (4x8x16 recommended) 1st layer is free, each additional layer is \$75.00 plus tax.

4. Anywhere we are driving we must have 2' wider and 15' height clearance minimum (add additional width if not straight entrance) _____

5. We use our trailers to set buildings. We need to be able to back straight in set/ level the building and pull straight out with minimum 50' in front of the building. _____

If that is not possible, please explain why.

(mule may be used if 6ft on each side of where building is going must be noted on order if needed)

6. When backing the trailer in, which way do you need your door facing? Our skids run the length of the building so this is how it will be sitting on trailer when we back in. _____

7. Our drivers are not responsible for damage to, or removal of, any obstacles on the property. Please make sure everything is clear and dry to avoid additional fees and charges. If we cannot deliver for any reason a return trip fee is a minimum of \$250 plus tax _____

Customer's Signature _____

Texwin

Portable Buildings

Visual Inspection Form

Serial # _____

Style _____

Building Location _____

Person Inspecting _____

Condition:

Excellent _____ Good _____ Poor _____ Sold As Is _____

Damages _____

Sales Person _____

Date _____

Driver _____

Date _____