

PRODUCT UPDATE BULLETIN

FAN COIL LEAD TIMES

STANDARD ORDERS - 9 WEEKS

- Standard order lead-time is 9 weeks.
- Orders over 300 units may require a customer approved mock-up (time permitting).
- Customer required mock-up units for awarded projects will be charged at project price, with release of purchase order.

CUSTOM ORDERS - 12 WEEKS

- Custom order lead-time is 12 weeks.
- May ship earlier than 12 weeks with prior review and approval.
- Custom order lead-time will exceed 12 weeks if/when parts are not available.
- Orders may require a customer approved mock-up (time permitting).
- Customer required mock-up units for awarded projects will be charged at project price, with release of purchase order.

QUICK-BUILD ORDERS – UP TO 1 WEEK

- 25 or less units
- Parts availability must be confirmed prior to order acceptance.
- Freight cost is not included in the quick-build fees.
- Standard orders only, custom orders are not available for the Quick-Build program.
- Each Quick build order will be assessed one of the following fees, dependent on lead time:

LEAD TIME IN WEEKS	ADDER % TO NET PRICE
1	75
2	35
3	30
4	25
5	20
6	15
7	10

MOCK-UP ORDERS – UP TO 2 WEEKS

- Mock-up unit orders will be reviewed and lead times set on a case-by-case basis, up to two weeks.

- Customer approval is required on mock-ups for large orders.
- Order lead-time starts once customer approves mock-up.
- Each expedited mock-up unit will be assessed the following fee:

UNIT NET PRICE	ADD TO NET PRICE
\$0 - 999	\$500
\$1,000 - 1,999	\$1,000
\$2,000 +	\$1,500

ORDER CHANGES

- Once an order is booked, order changes will result in a \$250 admin fee.
- The order lead-time may reset.
- Additionally, based on order production status, the following will be assessed at 110% cost:
 - o Purchased parts
 - o Produced metal
 - o Powder coating
 - o Insulation
 - o Sub assembly
 - o Final assembly

ORDER CANCELLATION

- Once an order is booked, order cancellation will result in a \$250 admin fee.
- Additionally, based on order production status, the following will be assessed at 110% cost:
 - o Purchased parts
 - o Produced metal
 - o Powder coating
 - o Insulation
 - o Sub assembly
 - o Final assembly

ORDER NOTES (ALL TYPES):

- Custom orders include unit(s) with build requirements that are not in our standard offering.
- Lead times are defined as the period between PO receipt and PO shipment. They do not include delivery time.
- Lead times are set once a PO is received.
- Lead-times are based on plant capacity and may fluctuate during the year.
- Lead times may vary based on purchased parts availability.
- The lead-time for all fabricated parts is 5 business days.

