



SCHEDULING OF DELIVERIES AND SETS

Transportation Contact: Terri Brown, 814-764-5555, transportation@smihomes.com

A completed Customer Information sheet is pertinent to the Transportation Department. It will have all the information needed to complete permits and to send any correspondence (ex: Warranty Books) to the customers. You will complete this form during the ordering process.

To schedule deliveries and sets or for any transportation questions, please contact SMI's Transportation Department.

The Production Manager will determine the offline date of your units. That date will be given to the transportation contact person, who at that time will contact you to schedule the delivery and set of your units. Please do not contact Sales for this.

You will be asked if you need a truck the day of the set, what order your units need delivered, and if there is room on the site for your units.

- A truck is needed if the units need moved around on site and you have no other equipment available to use.
- A truck is needed if you have a staging area where the units will need moved from one site to another site. This may also incur additional permit costs and escorts.

The cost for use of the truck is \$150.00 per hour

It is the Builder's responsibility for the cost and scheduling of the crane for set day. If you have questions about what size of crane you need, please talk to your crane operator.

The Truck Driver can call you with an ETA on your deliveries. You or another designated person will need to meet the driver to inspect and sign off on your units.

Depending on weather or other circumstances, a delivery and set day may have to be postponed and re-scheduled. Depending on the situation, this could incur additional costs to the Builder or to SMI. (Example: permits have expired)

If you are building in city limits, police escorts may be required. The Transportation Department will set up the escorts but the cost will be passed on to the Builder.

If you are concerned about your site location, you may want to have a site survey done by our Truck Driver. Please contact your salesman for the cost and to request the survey.

Your carrier deposit will be refunded only after all the proper paper work has been returned to SMI.