

Dear Homeowner:

Thank you for choosing **Prodigy Roofing**. We would like to inform you of some key points and the steps we follow in the process of installing your new Roof.

1. After the contract is signed and the paper work completed, we may come out to your home to take pictures and re-measure to accuracy (there is no need for you to be home at this time).
2. We will be calling to verify the material you have chosen and also inform you of the Material delivery date. Please keep your driveway clear of vehicles on this date. The material will be put up on your roof if possible.
3. At this time we will be scheduling delivery of a construction container. Once again we will call you prior to delivery of the container and you will need to keep the driveway clear of vehicles.
4. Within a couple of days of the delivery of the roofing material and construction container we will be starting work on your roof.
5. You do not need to be home while the crew is working on your roof, but they do need access to electricity available by either have the switch turned on to outside outlets, or leaving the end of an extension cord sticking out from under the garage door.
6. After the Roofing project is completed, please sign the letter of satisfaction and give it to the foreman of the roofing crew.
7. Within a couple of days you will be contacted with the invoice total and your salesman will be making arrangements to come by and collect payment.

We take pride in our ability to start and complete most jobs within two weeks of the date of the signed contract. Of course the installation of a roof is subject to inclement weather conditions. Under normal circumstances our scheduling is within two weeks of the date of the signed contract and the average job is completed the same day it is started.

If you have any questions please feel free to call our staff, and once again thank you for choosing **Prodigy Roofing**.