

S 220 - SALES AND CONTRACT MANAGEMENT

Contract Policy:

No contract is to be accepted which would commit the Company for more than 6 months without the approval of the Vice President or President. All contracts will be signed by a corporate officer unless an individual has been designated an authorized representative by the C.E.O. or President.

Credit Policy:

No employee shall commit to provide pricing or a bid to any client, potential client, person, or corporation until the Controller has authorized credit to be extended and established a maximum Credit Limit which may be adjusted as conditions dictate.

No monies shall be expended for labor or materials, nor shall any subcontractor be authorized to perform work on any project/job until the Controller has authorized the Credit.

It is the Purchasing Department's responsibility to request the required credit approval prior to the shipping of any material from any wholesaler or Company facility. The Purchasing Department shall request the approval on the day the order originates and shall proceed with processing the order as if credit is approved. The Controller will notify the Purchasing Department within one working day when credit is denied. Priority/night orders will not require approval unless the cost of the product being ordered exceeds \$250.00. Again the Purchasing Department shall process the order as if credit is approved, and the Controller will notify the Purchasing Department the same day if there is a problem with the credit.

The Account Manager shall be responsible for requesting and receiving the required credit approvals prior to submitting pricing, expending labor, authorizing a subcontractor to perform any work.

Drawings:

No employee of the Corporation shall provide any client with design drawings without first obtaining a signed agreement of the ownership of the plans.