

Client Acknowledgement of Panel Run Responsibilities, Requirements, and Expectations

(Initial, sign, and return to Arc-Fab at least 1 day prior to scheduled panel run)

Arc-Fab Responsibilities & Pricing

Arc-Fab Coil Pick-up Fee = \$50 and up, depending on location

Job Site Fabrication or Delivery Travel Fee = \$50 + \$3/mile (round-trip) after 20 miles from Arc-Fab

- **Fabrication:** Arc-Fab is responsible for construing and fabricating metal coils into panels through Arc-Fab equipment. Our warranty states that the panels will be within manufacturer specifications; but we make no claim as to the performance of the standing seam roofing system.
- **Material Handling:** Arc-Fab will be responsible for all materials in their possession.
- **Operations:** Arc-Fab is responsible for all Arc-Fab personnel, property, equipment and their use.

General Understandings

1. ___ **Panel Fabrication Form:** THE COMPLETED CUT LIST WITH PROFILE CHOICES, MEASUREMENTS, AND ACCESSORIES ARE TO BE SENT TO ARC-FAB NO LATER THAN NOON ON THE BUSINESS DAY BEFORE THE SCHEDULED PANEL RUN.
2. ___ **Client Panel Acknowledgement:** Panel run will not begin until the client has initialed the agreement and has signed a panel cut list stating the panel run is accepted.
3. ___ **Machine Operation:** Only Arc-Fab will operate the panel machine unless given specific instructions by the operator.
4. ___ **Operator Instructions:** The client will follow and adhere to all instructions given by the operator regarding working on or near the panel machine.
5. ___ **Force Majeures:** Arc-Fab reserves the right to stop and reschedule the panel run at any time due to unsafe work practices, failure to heed all safety and material handling instructions, and any unforeseen circumstances (including but not limited to weather conditions).
6. ___ **Operator Duties:** Client MUST UNDERSTAND that the machine operator cannot leave the machine while it is in operation. **Arc-Fab will not stack the panels.**
7. ___ **Order Modifications:** Client will be responsible for the cost of any modifications and/or cancellations to orders that have already been produced, as well as any time and material costs required to complete the requested changes.
8. ___ **On-site Order Modifications:** If the machine and operator are on-site and the client cancels the run or modifies the run in any way that cannot be changed on-site (i.e. profile change, coil width/color change), the client will be charged \$200 for the fuel and travel time of the machine and operator.

Client Responsibilities

9. ___ **Coils:** Client is responsible for delivering the metal coils to Arc-Fab for the purpose of properly loading the coils on to the panel machine. Material is due by 12:00 PM the day before the panel run is scheduled. Arc-Fab will pick up the coils for loading with a 2-day notice and a fee of \$75.00.
10. ___ **Directions:** Client will provide clear and concise directions to the jobsite, as well as clear and concise instructions to the setup area (Google map directions as well as satellite screenshots are suggested).
11. ___ **Documentation:** Client will be made aware that the panel run will be documented by Arc-Fab through still photos, as well as video and sound recording, from pre-run tests through the completion of the run.
12. ___ **Oil Canning:** Client acknowledges that they have an understanding of oil canning within the context of standing seam metal systems as it relates to industry standards. www.sheffieldmetals.com/Resources/Blog/what-is-oil-canning
13. ___ **Manpower:** Client must provide appropriate manpower to move the panels

Day-of the Panel Run

14. ___ **Staging:** Client will provide adequate access and staging area for panel truck, panel trailer, and all components of the panel machine, as well as adequate storage area for panels.
15. ___ **Pre-Run Testing:** Before the panel run begins, a representative for the client and the panel machine operator will both participate in a pre-run inspection of a test panel after which a final agreement will be signed and initialed by the client (spec measurements, accessories, straightness, visual inspection).
16. ___ **Pre-Run Requirements:** The panel run will not begin until all pre-run requirements are met. If they cannot be met within an appropriate amount of time (less than 1 hour) Arc-Fab will stop the panel run and reschedule for a different day. A missed schedule fee of \$200 will also be applied.
17. ___ **Storage Materials:** Client is responsible for providing all materials needed to safely stack and store the panels at the jobsite (Wood boards, tie down rope, etc.).
18. ___ **Personnel:** Client is responsible for providing adequate personnel to pull, stack, and store panels. Arc-Fab will not be responsible for pulling, stacking, or storing panels at the jobsite. Arc-Fab is solely responsible for operating the panel machine.
19. ___ **Scheduling:** Panel runs will be scheduled for 10:00 AM or unless arranged otherwise. Client is responsible for having all the pre-run requirements met by the scheduled times.
20. ___ **Safety and Tutorials:** Before the panel run begins, the machine operator will give a safety briefing on the machine, as well as a tutorial on how to correctly pull, carry, and stack panels. Arc-Fab is not liable for any injuries related to the panel run operation as well as the condition of the panels during moving and storage.
21. ___ **Care and Storage:** Once panel is complete and removed from the roll tables, client is responsible for the care and storage of the panels.

In-Shop Run

22. ___ **In-Shop Arc-Fab Panel Runs:** Panel runs are customarily scheduled to be performed at the jobsite, however, Arc-Fab will run panels in their shop if requested. If the panel run is done at Arc-Fab, client should be present for pre-run inspections and signing of agreements. Client will then be responsible for protecting and wrapping of panels for purpose of transport. Z Craft will sell protective wrapping for an additional cost.

23. ____ **Final Authorization:** If client is not present for in-shop panel runs, Arc-Fab will require final authorization via a SIGNED EMAIL prior to fabrication.
24. ____ **Arc-Fab Protection:** If the panel run is done at Arc-Fab without the client present, client will be responsible for wrapping and protecting the panels until pick up. Arc-Fab will, if requested, wrap, stack, and store the panels for an additional fee.
25. ____ **Arc-Fab Storage:** Once the In-shop panel run is complete, the client has 1 business day from the finish of the run to come pick up the panels. If the panels are not picked up in that time frame, the client will be charged \$100.00 for every business day the panels are stored at Arc-Fab.

Signature _____

Print _____ Date _____