**Policies and Procedures**

**Delivery**

- Delivery of building must be scheduled within **14 days of sale** and ownership taken within **60 days of sale**.

- Within 48 hours of sale, the closest sales office will contact buyer to complete agreement forms and to set up delivery.

- 50 miles free delivery from Harrisonburg; $3/mile after the first 50 miles

- All 14’ Wide buildings will require a $150 Escort Fee for delivery.

- The site must be accessible for our trucks and the unit.

- $90/hr after the first 30 minutes of arriving on site

- Pad quotes will be available upon request.

- Blocking and leveling are available upon request.

**-** Helmuth Builders is not responsible for damages that occur during deliveries. If we get stuck on the property, the Customer is responsible for getting all equipment unstuck. If you don't think your property can handle our equipment play it safe and post-pone delivery.

**Payment**

- $500 down payment is due on the day of purchase

- 60 Days-as-Cash or balance upon delivery

- Rent-To-Own available

- If a Rent-to-Own or 60-Days-as-Cash agreement is requested, a minimum of $500 must be paid as the down payment.

- Within 48 hours of sale, the closest sales office will contact buyer to complete agreement forms and to set up delivery.

**Online Orders**

- $500 Down upon order, balance due upon delivery

- No action required until Helmuth Builders reaches out to you

**Policies & Warranties**

**Five Year Warranty\*\*:** Helmuth Builders, Inc. guarantees each structure to be free from defects in material and workmanship **for a period of five years**. Helmuth Builders will repair or replace, at our discretion, any defect five years from completion of the structure. Helmuth Builders cannot be held responsible for damage to articles and equipment stored within the unit. **This warranty does not cover any damage done by fire, storm, or any other act of God. Helmuth Builders is not responsible for any settling that may occur after building is set on blocks or pad; misaligning of doors, etc.**

\*\*: **Warranty applies to new buildings only.**

**Policies:** We will deliver to your prepared site. However, if the site is inaccessible to our equipment and we must return with the shipment, additional transportation costs $2.50 per mile for total miles traveled will be applied.

 - Once the delivery man enters the customer’s property he has **30 minutes to set the building, after which a $90/hr fee will be charged**. Helmuth Builders will use **4) 2'' or 4'' blocks for free**. **Each additional block will cost $4**.

 - Customers are responsible for preparing a clear entry to the unit's site. This includes clearing all necessary shrubs, and limbs from private or public property (if need be). **Helmuth Builders is not responsible for damages that occur during site checks, on site work, or deliveries**. If we get stuck on the property, the Customer is responsible for getting all equipment unstuck. If you don't think your property can handle our equipment play it safe and post-pone delivery. The Customer is also responsible for all permits, local codes, zoning, etc. Customer will be charged additional fees for out of state permits if delivery is to a different state.

**Cancelled orders:** Helmuth Builders reserves the right to keep the down payment in full upon cancellation, no matter the cause.

**Changes to your order:** If you wish to change any detail of your structure or modify the layout your order will need to be reprocessed and it will be moved to the back of line, which will extend the build time.

**Clarification:** Our wall height is measured from the ground to the eve.