

NGE, INC. REPRESENTATIVE POLICY

WELCOME TO THE NGE NETWORK

INTRODUCTION

NGE, Inc. anticipates representatives will represent the Mat Hoist® name and product specifications in good faith when working with schools. We assume you will include your status with NGE in your usual advertising. Contact us when you have a need for brochures. Your good faith is demonstrated by effective communication with our office and the customer. Representatives typically will be working with existing schools in a joint venture with NGE. As a **JOINT VENTURE**, bids on behalf of NGE, Inc are to be submitted to the school on your letterhead. Checks from the school are to be issued to NGE, Inc.

EXPECTATIONS

Representatives

1. Familiarize oneself with the Mat Hoist® Systems to effectively represent NGE. Reviewing the two Dealer On Site Worksheets located on the web site will help your familiarization with all Mat Hoist® models.
2. Proposed school list budget price of the Mat Hoist® are submitted on behalf of NGE on your letterhead, because it is a joint venture.
3. Communications with the school reflect that it is a joint effort between yourself and NGE.
4. Digital photographs or video must be taken of the proposed suspension sites - - a primary site and alternative location. This includes the overhead building steel from which the Mat Hoist® will be suspended. Forward these to NGE Inc.; we are here to assist you.
 - 4a. On the web site, click onto the Architect tab and drawings to observe various methods of installation attachment. Some may include added overhead steel and a wall.
5. Measurements between truss spans, or distance from a single truss to wall support must be forwarded to NGE. Distance from the floor to the truss is also needed.

Note: Be alert for possible obstructions at the desired suspension locations that would hinder operation of the unit. Basketball boards, cables, scoreboards, signs, etc. are common items to note.

NGE, Inc.

1. NGE will forward to you a final proposed budget figure on the Mat Hoist® which you will submit to the school on our behalf as a joint venture.
 - 1a. This pricing is based on the digital photos and measurements forwarded to us.
 - 1b. This proposal includes the hoist, clamps, added steel to the building when necessary, installation, and approximate freight.
 - 1c. This proposal does not include electrical work from the building's source to the unit's motor, because schools typically hire a local electrician for all electrical needs.
2. NGE will work closely with you on all projects, especially on the first few to provide a comfort zone of confidence for you.

\$ COMMISSION \$

1. Representative's income is a 10% commission based on the current School List Budget Price for the desired Mat Hoist® model. Your commission is based on the **cost only of the Mat Hoist®** School List Budget Price.
 - 1a. This excludes additional clamps, adding steel to the building when necessary, installation, and freight. These items are excluded because the cost varies per order. NGE will determine the necessary clamps, added steel if necessary, to be used and forward this additional itemized cost information to you via a complete bid package to be submitted to the customer.
2. NGE, Inc. requires the name of the institute, address, telephone number, estimated purchase date, and name of your school contact prior to NGE assisting you further or contacting the school.

PURCHASE ORDERS, ADVANCES AND PAYMENT TERMS

It is your responsibility to communicate the following to the school.

1. Purchase orders are initiated jointly between REPRESENTATIVE / NGE and the school. As our representative, we suggest that you urge the school to submit its purchase order when they finalize their need to avoid any increase cost NGE may encounter.
2. NGE always requires of the school a 50% advance at least four weeks prior to shipment date in order to place the Mat Hoist® on the production schedule upon receipt of the invoice. For bookkeeping purposes for all parties, checks will be made payable to NGE, Inc. We do all invoicing.
3. The balance from the school is due upon receipt of the invoice. Your commission will be issued immediately upon receipt of NGE, Inc. receiving the final check.
4. **EXTREMELY IMPORTANT:** The Mat Hoist® helical gear motor is ordered based on the **THREE PHASE** electrical voltage available at the specific location for suspension. The school must supply this information on the purchase order. Is the voltage **208, 230 or 460?**

SHIPPING

1. Our standard Mat Hoist® will ship within four weeks from receiving the 50% advance. Additional time may be necessary during peak season or for customizing a unit to meet a school’s specific situation.
2. Shipping is FOB our factory. NGE pays the freight and it is included on the school invoice. The school invoice will reflect our discount rate for freight which provides them with a considerable savings. Representatives must advise school on freight (see sample proposal.)
3. Acceptance of the Mat Hoist® from the freight company is the responsibility of the school. Occasionally, slight cover damage is incurred, and is typically acceptable. If the school is undecided on acceptance, they should immediately contact NGE. The school must assess for any shipping damage, and record such on the Bill of Lading with the driver’s signature. This is then forwarded to NGE. We will then file the recorded damage claims with the freight company.

Note: The Mat Hoist® weighs 1200 lbs. It is the school’s responsibility to have sufficient equipment or man power to handle the unit.

GENERAL

1. Alteration of NGE, Inc Mat Hoist® products will void the warranty.
2. Damage incurred from installation, improper electrical wiring or improperly set limit switches could void NGE, Inc warranties.
3. Upon completion of installation, the installer is to demonstrate to school personal that the Mat Hoist® is operating properly. The customer signs a demonstration form acknowledging satisfactory operation. This form is included with the shipment. This is then forwarded to NGE. Please advise the school to anticipate this operational demonstration.

I have read the Representative Policy above and understand and agree to the above terms.

Company Name

President/Owner Signature

Date: _____

Title: _____