



E-CONTRACTOR APPROVAL AND AGREEMENT PROCESS

Dear Sir/Madam:

On behalf of your local FiberTite® Sales Representative, we want to thank you for your interest in the FiberTite® Roofing Systems.

This program will lead you step-by-step through the process. You will find a Credit Application, a Contractor Approval and Agreement and a Contractor Application for Limited FiberTite® Approval, which must be **submitted and approved, by each of the appropriate parties**, prior to any and all purchases of the Seaman Corporation FiberTite® membrane. Each form can be filled out online and printed, or you can print the blank form and fill it out by hand.

To expedite this process we have provided an outline of the paper flow for your use.

- 1. Upon completion of this packet, the total package must be sent to your local sales representative
 - for his/her signature. **Do not send this to the Wooster Ohio office at this time!** If it is sent to
 - the Wooster office, it will delay the process.

- 2. The local sales representative is to verify that the packet has been completed and signed on
 - the appropriate line. The sales representative then forwards the complete packet, with his/her
 - signature, to the Seaman Corporation Regional Sales Manager. **Do not send this to the**
 - Wooster Ohio office at this time!** If it is sent to the Wooster office, it will delay the process.

- 3. The Regional Sales Manager is to verify that he/she is in agreement with the local sales
 - representative that acceptance of the contract is in agreement with our long-term "partnership"
 - approach to the roofing business. Upon his/her signature the packet can then be submitted to
 - the Wooster Ohio office.

- 4. Seaman Corporation will provide confirmation of the **completed** and **approved** application.
 - Seaman Corporation retains the original application upon approval.*

*The credit application is held for review awaiting the placement of your first order. Seaman Corporation does not determine a customer's credit worthiness prior to order placement. Our credit department requires a minimum of seventy-two hours for the reference verification and internal review. All parties must allow for this time during the order placement process.



Seaman Corporation

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