

ORIGINAL

October 28, 2004

Mr. John Doe
1234 Your Street
Your Town, CA 92101

Dear Mr. Doe:

The following is some information concerning our firm and the services we offer:

- & Roof Inspections – with written reports and photographs, providing maintenance, repair and re-roofing recommendations.
- & Roof Budgeting – forecast budgeting for future roof replacement and anticipated maintenance and repair costs.
- & Specification and Bid Proposal Packages – preparation of detailed specifications for re-roofing or extensive repairs, prepared in C.S.I, (Construction Specifies Institute) format, flashing detail drawings provided as needed.

The following services are provided

- & Emergency leak repairs.
- & General roof maintenance.
- & Tenant improvement repairs.
- & Total roof replacement.
- & Energy Star rated coating and roof systems.
- & Minor repairs and water testing to identify the source of leaks.
- & Roof gutters, downspouts, coping cap and rooftop sheet metal flashing repairs, skylights, and replacement.

Premier Roofing, Inc. is approved by (Johns Manville Roofing Systems) to install their “No Dollar Limit” roof guarantees.

Premier Roofing, Inc. is also approved by the following roofing and waterproofing manufactures to install their guaranteed roofing and waterproofing systems.

U.S. Intec, W.R. Grace, Firestone, Siplast, M.B. Technology, Western Colloid G.A.F., Celotex, G.S. Roofing Products Co., Henry, Hickman, Karnak, Owens-Corning, Tamko, Neogard, Johns Manville and R.P.M.

Premier Roofing, Inc. is licensed by the State of California as a C-39 Roofing and Asbestos Removal Contractor. We are registered with the Division of Occupational Safety and Health (DOSH) for both general asbestos abatement and specialty roofing asbestos abatement.

Premier Roofing, Inc. carries full workman's compensation insurance, general liability insurance, auto liability, completed operations, excess liability and property damage coverage in the aggregate amount of \$2,000,000.00.

Premier Roofing, Inc. can provide, when requested, Performance and Payment bonding on projects up to \$10,000,000.00 in contract value.

Premier Roofing, Inc. is well equipped to handle any size roofing project. We own our own 14 ½ ton capacity crane, have a modern truck fleet and possess the latest and most up-to-date roofing equipment available. We maintain a 6,000 sq. ft. covered warehouse for protection from the elements of all materials to be installed on our projects.

All of Premier Roofing's employees are skilled tradesmen, many have over fifteen years experience and our senior foremen and superintendents each possess over twenty years of roofing experience. Our employees are all provided with uniforms and are trained and instructed to project a professional and competent image to our clients and customers.

Premier Roofing, Inc. specializes in servicing Apartments, Homeowners Associations, Commercial, Industrial and Public Works projects throughout San Diego.

Should you have any additional questions concerning our firm please feel free to give me a call.

Sincerely,
Premier Roofing, Inc.

Tom Pigeon
Vice President

REVISION

October 28, 2004

Mr. John Doe
1234 Your Street
Your Town, CA 92101

Dear Mr. Doe:

When my partner and I formed Premier Roofing, our vision was to create a better roofing company. Ten years later, we are proud to say that we have done just that, by focusing on high quality and superior customer service.

Premier Roofing specializes in providing re-roofing and roof maintenance services to apartments, homeowners' associations, commercial, industrial and public works projects throughout San Diego. We are well equipped to handle any roofing project, no matter what the size. We own a 14 ½-ton capacity crane, have a modern truck fleet, and possess the latest roofing equipment available. We also maintain a 6,000-square-foot covered warehouse to protect all project materials from the elements.

Premier Roofing's extensive menu of services includes the following pre-project tasks, which must be completed in a professional manner to ensure the best result:

- Roof Inspections (includes written reports and photographs, and providing maintenance, repair and re-roofing recommendations)
- Roof Budgeting (forecast budgeting for future roof replacement and anticipated maintenance and repair costs)
- Specification and Bid Proposal Packages (preparation of detailed specifications for re-roofing or extensive repairs, in Construction Specifies Institute [CSI] format, with flashing detail drawings provided as needed)

In addition to total roof replacement, Premier Roofing offers a wealth of services designed to maximize the life expectancy of your roof. They include:

- Emergency leak repairs
- General roof maintenance
- Tenant improvement repairs
- Minor repairs and water testing to identify leak sources
- Roof gutters, downspouts, coping cap, and rooftop sheet metal flashing repairs and replacement

➤ Skylight repair and replacement

A significant differentiator for Premier Roofing is that all our employees are skilled tradesmen; many have more than 15 years experience, and our senior foremen and superintendents each possess over 20 years of roofing experience. The appearance and behavior of our employees reflects their professionalism—they are trained and instructed to project an image of competence and to take pride in the uniform they wear.

Our focus on customer service is just one of the many reasons you should entrust your roofing project to Premier Roofing. Others include:

- We are approved by Johns Manville Roofing Systems to install its "No Dollar Limit" roof guarantees.
- We are approved by the following roofing and waterproofing manufacturers to install their guaranteed roofing and waterproofing systems: U.S. Intec, W.R. Grace, Firestone, Siplast, M.B. Technology, Western Colloid G.A.F., Celotex, G.S. Roofing Products Co., Henry, Hickman, Karnak, Owens-Corning, Tamko, Neogard, Johns Manville and R.P.M.
- We are licensed by the State of California as a C-39 Roofing and Asbestos Removal Contractor, and we are registered with the Division of Occupational Safety and Health (DOSH) for both general asbestos abatement and specialty roofing asbestos abatement.
- We carry full workers' compensation insurance, general liability insurance, auto liability, completed operations, excess liability and property damage coverage in the aggregate amount of \$2 million.
- We can provide, when requested, performance and payment bonding on projects up to \$10 million in contract value.

Premier Roofing has partnered with hundreds of San Diego customers to give them peace of mind regarding their roofs. We take pride in exceeding our customers' expectations on a daily basis, and we would welcome the opportunity to show you "the Premier difference."

If you have any additional questions concerning our company, please feel free to give me a call.

Sincerely,
Premier Roofing, Inc.

Tom Pigeon
Vice President