

To Our Basco Distributors:

Attached is information on the new instructional cover letters that are provided with the RODA sign off drawings. In the past Basco has sent the same instructions for verification of RODA dimensions, regardless if the quote/order was to include Factory Installation service or not.

The instructions will now specifically direct you on what is needed to ensure a quick turn around based on request for Install or Product Only. Going forward:

- **For Measuring Requests with Installation Service:** you will be asked to review selections and simply submit a purchase order for door plus installation charge.
  
- **For Non-Install orders:** Basco asks that you review all specifications and return the drawing with an approval signature

In addition the attached notification illustrates the two styles of drawings you can expect to see based on the type of unit that is ordered. We hope you'll agree these changes continue to make our processes easier for you to work together with Basco. If you have any questions please let us know.

Thanks,

**U.S. Consolidated, Inc.**

**Ohio PHCC Manufacturers Rep of the Year 2012**

*Manufacturers Representatives Since 1920*

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