



Dear Valued Customer,

<<Your Company>> has or will be providing and/or installing equipment on your property and/or project. We hope that both our equipment and/or services meet and exceed your expectations. When we provide and/or install our equipment we believe that we will be compensated as agreed.

As part of our standard operating procedure with the construction and installation trades, there are specific statutory requirements that force us to send this notice and subsequent filings within specific time lines.

THIS IS NOT A LIEN!!!

It is however a simple notification that helps both of our companies receive payment for work done at a particular jobsite. It is intended to help protect everyone's rights under state law.

As a result, we have asked our agent to send you this notice on our behalf. Please note that the information provided to them will be kept in strictest confidence.

Should you have specific questions or concerns related to this notice please contact your sales representative or the contact as referenced on the notice.

Thank-you!!!

<<Credit Manager's Name>>
Corporate Credit Manager
<<Your Company>>