

September 1, 2010

To: Our Valued Sales Representatives
Re: Ship-Ahead-Housings

To help facilitate on-time shipments, I am pleased to announce the following changes to our order policy regarding Ship-Ahead-Housings.

As you know, coordinating with other construction trades (i.e. the concrete sub-contractor!) requires us to stock various housings for quick shipment. Many of these housings require a powder coated component (like a concrete pour collar). To ensure the timely shipment of these housings, effective immediately, the lead time for a Ship-Ahead-Housing will be based on its finish choice. Please refer to the following lead times when ordering these housings:

2 Day Lead Time:

Any Ship-Ahead-Housing that does NOT require Powder Coat Finish

Including

- Power Pipe™ (PP) & Power Pipe II™ Series (PPII)
- Step Lights (SS, BQ, VB, SQ, SSL, BQL, VBL, SQL - Backbox)
- Down Lights (VS, VQ, VSL, VQL - Backbox)
- Precision2® Series (HP2, CO2, DR2, DR2MH - No CPC)
- Tenaya2® Series (TY2)
- Mini Micro® Recessed Uplight (DM) and Steplight (CM)
- Mini Drivestar™ (Surface Mount) (MD)
- Mini Ilume™ (Surface and Invisi Mount) (MI)

Any Ship-Ahead-Housing with the following Powder Coat or Metal Finish:

Aluminum – BLW ONLY
Brass – MAC ONLY
Stainless Steel – MAC ONLY

Including

- Precision2® Series (HP2 - With CPC)
- Mini Micro® Recessed Uplight (UM)
- Mini Drivestar™ (Flush Mount) (MD)
- Mini Ilume™ (Flush Mount) (MI)

Continued

5 Day Lead Time:

Any Ship-Ahead-Housing with a standard Powder Coat or Metal Finish (other than BLW or MAC):

- Available for Aluminum: BLP, BZP, BZW, WHP, WHW, SAP, VER
- Standard for Brass: MIT, BLP, BZP, BZW, WHP, WHW, SAP, VER

2 Day Expedite:

Ship-Ahead-Housings with a standard Powder Coat or Metal Finish (other than BLW or MAC) which would normally require 5 Day Lead Time can be processed in 2 days, provided they are expedited through the finishing process.

A \$125.00 expedite fee is required to for any Ship-Ahead-Housing (other than BLW or MAC) which requires 2 Day Lead Time:

- Expedite Fee is Non-Commissionable
- Expedite Fee Applies to Each Unique Ship-Ahead-Housing, per Color, per Order
(Example: Order includes Ship-Ahead-Housings with SAP and VER Finish -- \$125.00 x 2 = \$250.00).

Thank you for your assistance in implementing these changes. If you have any questions please feel free to contact me directly.

Regards,



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