

PERMATILE ROOFING

A Division of Advanced Aluminum

2941 Parkway Street – Lakeland, FL 33811

Phone: (863) 648-5787 - Fax: (863) 648-4749

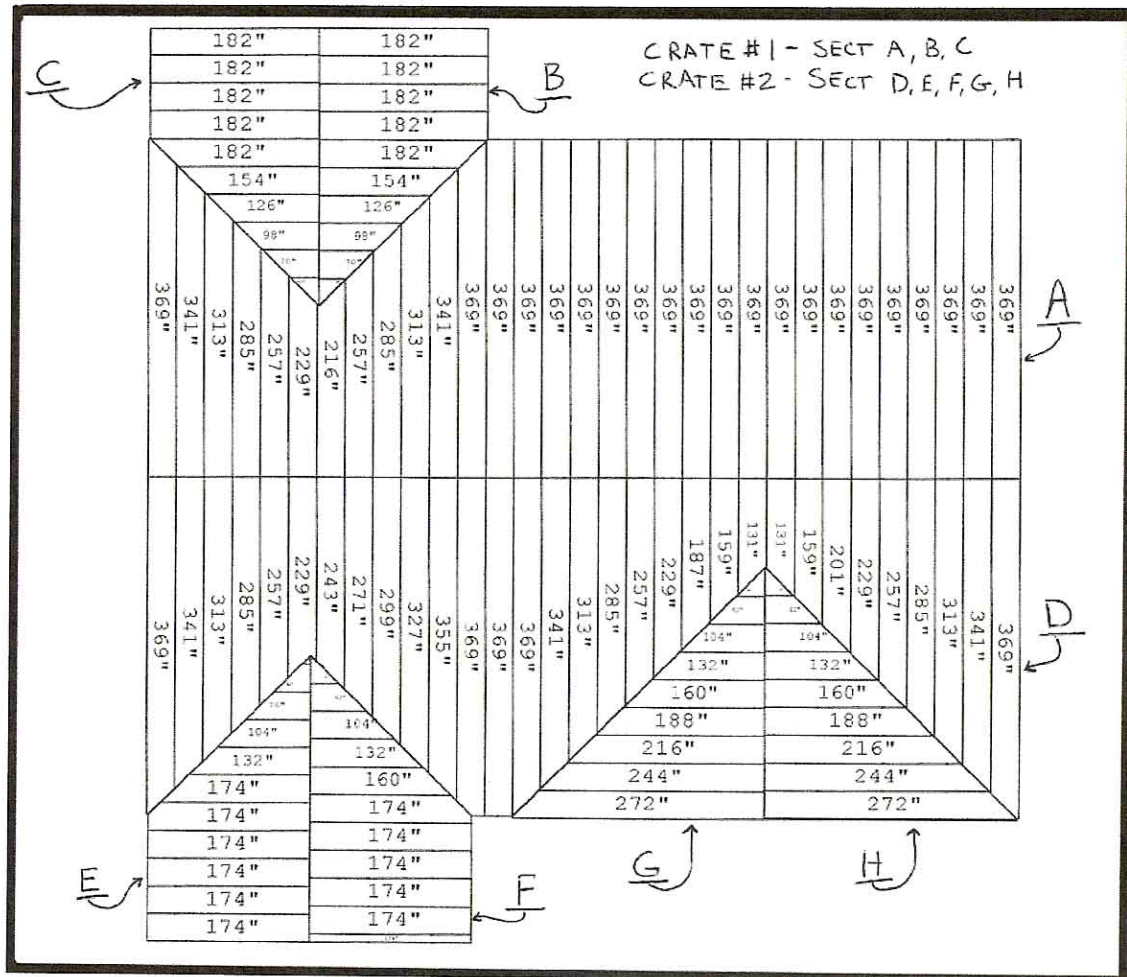
www.permatilerroofing.com – email: permatile@msn.com

Permatile Roofing Ordering Process

Ordering Permatile Roofing can be a quick and easy process by following the simple steps below. If these simple steps are followed the completion time of orders can be from 1½ to 2 weeks.

1. **Roof Takeoff** - A roof takeoff is a drawing of the roof you want to cover. This drawing is simply a "birds-eye" view of the project looking directly down at it from above. Care should be taken to draw roof accurately and as close to scale as possible. Unclear or missing measurement will delay quote process until questions are resolved. Measurements should be taken to the inch since panels are manufactured to the exact size needed. Slope should also be notated. Permatile offers a *How To Measure* page which will help you determine what measurements are needed. Architectural plans can also be submitted in place of takeoff.
2. **Submittal of Takeoff** – Takeoff can be submitted by faxing to 863-648-4749 or by mailing to:
Permatile Roofing
2941 Parkway Street
Lakeland, FL 33811
Information can also be sent via e-mail to: permatilerroofing@msn.com
3. **Quote Process**- Once we receive the submittal; it will be drawn on our specialized metal roofing estimating program. This program allows us to generate a computerized drawing of the project, along with reports of the trim amounts needed to complete your job. From this detailed information a quote is created. Turnaround time for quotes is generally one business day. This quote will include all roofing panels, basic trim, screws, and closures. It will then be faxed back for your review.
4. **Approval of Quote**- Upon acceptance of quote, a 50% deposit is required before production can start. This is required due to the fact that every roof is custom made for the particular install project. Acceptable payments are by cash, check or money order. Permatile Roofing does accept credit cards at this time.

5. **Packaging of Product-** All roofing materials are packed into crates for safe handling and transportation. The crates are constructed using 2"x 6" runners on the sides and have 2" x 4" cross members across the base. Length of crate is equal to the longest panel contained. Crates are generally packed 2000 lbs or less. Roofing panels are laid into the crate by roof face in the order needed to be installed on the roof. This drastically helps to reduce installation time, because you will not have to search for the right panel. Each panel is labeled with roof section letter and panel size. A roof map will be included with each order showing placement of roof panels. See sample roof map below.



6. **Pick up and Delivery-** Pick up hours from our plant in Lakeland, FL are from 7am to 2:30pm Monday through Friday. Contact your Permatile representative for approximate length and weight of order to ensure a safe transport when picking up order. Permatile Roofing also offers a third party delivery service which can deliver directly to your jobsite. This service does not include an offloading of product, so you must have a way to unload in a timely manner. Final payment for product can be made at time of pick up or delivery.