



To: Team Members: Subcontractors & Suppliers

Re: 2010 Master Contracts and Purchase Order / Contract Agreements

Dear Team Members:

One of our goals at Catalyst Construction Management, Inc. is to make the administrative duties of each project as efficient as possible for both firms. Therefore we have instituted systems that will help both firms to streamline the paperwork on each project we construct.

In an effort to reduce the amount of time that you spend reviewing contracts on every project, Catalyst Construction Management, Inc. utilizes a system of a Master Contract and Project Purchase Order / Contract Agreement. This system utilizes a master AIA – 401 contract for a period of one year and references the individual Purchase Order / Contract Agreements per job. Purchase Order / Contract Agreements will be issued per job for your signature as it relates to the specific project information.

The Purchase Order / Contract Agreement will be signed by Catalyst Construction Management, Inc. and faxed to your offices with a copy of your quote attached for reference and review. All you will need to do is review the terms, review the attached quote, sign and simply fax a copy to our offices as soon as possible. **You do not need to mail any copies back to our offices.** By faxing the signed purchase order we will be able to get contract information exchanged more efficiently and without the delay of waiting the postal system. In addition to faxing the purchase orders the cost for postage will be reduce for both companies.

The intent is to have an agreement between our firms as quickly as possible for each project with a Master Contract in place and the Purchase Order / Contract Agreements with an agreement for the project specific terms. As in any contractual relationship the **Master Contract, a signed copy of the Purchase Order / Contract Agreement, and an approved Certificate of Insurance must be in our offices prior to beginning work on any and all Catalyst projects.** The Purchase Order / Contract Agreement and the Master Contract are the binding elements of the contract and therefore must also be signed by both parties.

Enclosed you will find two (2) copies of the master contract for your firm. Please sign and return both copies to our office, and we will return an original to you for your records.

317.579.1555 • Fax: 317.579.1556

5158 E. 65th Street • Indianapolis, Indiana 46220-4817

Email: catalyst@catalystcmi.com

www.catalystcmi.com

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Should you have any questions regarding this letter, the Master Contract, or the Purchase Order / Contract Agreement, please do not hesitate to call me at (317) 579-1555 ext.123.

Sincerely,



Todd W. Stacy

President

Catalyst Construction Management, Inc.