



INSTRUCTIONS FOR COMPLETING THE USP™ “ENERGY COATING” GUARANTEE PROJECT REGISTRATION FORM (www.usplycoolroofs.com)

REGISTRATION (NOTICE OF AWARD)

- 1) Contractor / Installer shall obtain *Authorized ENERGY COATING Roofing Applicator* (Applicator) status.
 - a) Complete *Authorized ENERGY COATING Roofing Applicator* application;
 - b) U.S. Ply, Inc. will send an *Authorized ENERGY COATING Roofing Applicator Agreement* for execution by contractor.
- 2) Prior to application for Guarantee and/or installation of a U.S. Ply, Inc. Roofing System and preferably prior to bidding, Applicator shall ascertain whether or not the system can be installed according to published U.S. Ply, Inc. Master Guide Specifications. Should deviation(s) to the specification be required, Applicator shall obtain permission for such deviation(s) from U.S. Ply, Inc. Technical Services.
- 3) Prior to application for Guarantee, Applicator shall confirm that the proposed system is listed on current U.S. Ply, Inc. Standard Guarantee Synopsis. For warranties not listed, Applicator shall obtain approval from U.S. Ply, Inc. Technical Services.
- 4) Applicator shall forward to U.S. Ply, Inc. Technical Services properly completed *Notice of Award* along with required documents such as, but not limited to, shop drawings, photographs, altered specifications or detail drawings.
 - a) **Complete Page 2 & 3 (Project Registration) and Page 4 (Roof Plan) of the Project Registration Form** and send to U.S. Ply Technical Services by fax or mail (fax # is 817-413-8221, or mail to P.O. Box 11740, Fort Worth, TX 76110) within seven (7) business days prior to job start. Be sure to fill out the **Project Registration Form** completely, **sign and date the bottom portion**. All information submitted on this form must be in accordance with the most current U.S. Ply, Inc. application and specification requirements. **THIS FORM REPRESENTS YOUR NOTICE OF INTENT TO RECEIVE A NDL GUARANTEE.**
 - b) Applicator shall maintain a copy of **Project Confirmation** from U.S. Ply to be used as **Notice of Completion**.
 - c) U.S. Ply, Inc. will notify contractor of changes and/or additions to the proposed specification requirements.
- 5) U.S. Ply will review the **Project Registration Form** and fax (if applicable) or mail a **Project Confirmation** back. Once you receive your confirmation, you may proceed with the project installation as soon as practical. **Note:** You should review the confirmation and advise us if any information is incorrect. (The information on the form is used to process the Guarantee.)
- 6) Projects for which unacceptable, inaccurate or incomplete information is received may not be accepted unless all issues are addressed and/or clarified to the satisfaction of the U.S. Ply Technical Services Department prior to the start of the job. If you have not received your **Project Confirmation** when you are ready to proceed, please call the U.S. Ply Technical Services Department TOLL-FREE at 866-787-4759.
- 7) Upon receiving **Project Confirmation** Applicator shall:
 - a) Complete installation per specification including material requirements;
 - b) Return properly completed and executed **Notice of Completion (on Project Confirmation)** with warranty fees to U.S. Ply, Inc.
- 8) Applicator shall accompany inspector on any U.S. Ply, Inc. required roof inspection.
 - a) At the convenience of the Inspector, Applicator may make repairs to roofing system during the inspection;
 - b) Applicator shall pay for any callback inspections required for warranty issuance.
 - c) U.S. Ply, Inc. Inspector shall forward an Inspection Report to U.S. Ply, Inc.'s Technical Services Department.
- 9) U.S. Ply, Inc. shall notify Distributor and Applicator of its intention to issue a warranty.
 - a) Distributor and/or Applicator may notify U.S. Ply, Inc. of its preference to have the warranty withheld due to credit issues.

NOTICE OF FINAL PROJECT COMPLETION

- 1) Upon final project completion, fill in the date of completion and any applicable sections on **Notice of Completion**. **Mail with a check for the balance of the Guarantee fee** to U.S. Ply, Inc., P.O. Box 11740, Fort Worth, TX 76110. If the **Roof Plan (Page 4)** was not included when registering the project, then be sure to include it when mailing in the **Notice of Completion Form**.
- 2) **Schedule and attend the Final Inspection with the U.S. Ply inspector.** Inspections will not be conducted without your attendance unless directed by you.
- 3) If a punch list is issued, complete the punch list by making all repairs/corrections in accordance with the requirements of U.S. Ply. Return the signed punch list and any required photographic documentation of repairs/corrections to the U.S. Ply Technical Services Department.
- 4) **If a re-inspection is required contact the U.S. Ply Technical Services Department** at 1-866-787-4759 to schedule an inspection.

U.S. PLY GUARANTEE ISSUANCE & INSPECTION POLICY

- 1) U.S. Ply will not issue a **Project Confirmation** until we have received a completed **Project Registration Form (Page 2 & 3)**. It is recommended not to start a project until you have received a **Project Confirmation**. This is only a recommendation.
- 2) U.S. Ply will send a **Project Confirmation** back only when the information submitted is, in our opinion, correct and in accordance with our published requirements. We are relying on your representations that this information is correct. Confirmations are issued in good faith and are based upon the contractor's certification that the project will be completed in accordance with U.S. Ply specifications as set forth in our most recent U.S. Ply Energy Coating Master Guide Specification Manual. U.S. Ply reserves the right not to issue a guarantee when our requirements have not been met.
- 3) The guarantee, once issued, will be sent to the contractor for delivery to the owner.
- 4) Some states require that taxes be collected on the sale of guarantees (fees.) U.S. Ply, Inc. is not responsible for the collection or the distribution of sales taxes of guarantees to the applicable taxing authority. **The roofing contractor shall bear the responsibility to collect and remit all appropriate sales taxes to the applicable taxing authority.** Contractor agrees by submitting this Registration to execute this obligation.

MAILING ADDRESS

U.S. PLY, INC. – TECHNICAL SERVICES DEPARTMENT – P.O. BOX 11740, FORT WORTH, TX 76110



ENERGY COATING PROJECT REGISTRATION FORM (NOTICE OF INTENT)

Date:	Standard Material & Labor Guarantee Length: <input type="checkbox"/> 10 Year <input type="checkbox"/> 12 Year	
	Renewable Warranty Length: <input type="checkbox"/> 5 + 5 Year Renewable <input type="checkbox"/> 10 + 5 Year Renewable	

OWNER/BUILDING CONTACT INFORMATION

Building Name:			
Address:	City:	State:	Zip:
<i>(List name or company that the guarantee is to be issued to)</i>			
Owner:			
Address:	City:	State:	Zip:
Contact:	Phone:	Email:	

CONTRACTOR INFORMATION

Contractor:			
Address:	City:	State:	Zip:
Contact:	Phone:	Email:	
ENERGY COATING APPLICATOR Certification #			

ARCHITECT/CONSULTANT INFORMATION

Specifier:			
Address:	City:	State:	Zip:
Contact:	Phone:	Email:	

BUILDING/EXISTING ROOF INFORMATION

Roof Area:	Sq. Ft.	Building Use:	Deck Type:	Age:
Building Frame:		Building Height:		Roof Slope:
Existing Roof Membrane Type:		Insulation Type:		Access:
Roof Area:	Sq. Ft.	Building Use:	Deck Type:	Age:
Building Frame:		Building Height:		Roof Slope:
Existing Roof Membrane Type:		Insulation Type:		Access:

SURFACE PREPARATION

Describe Preparation of Existing Roof:
Special Conditions or Considerations:

OTHER INFORMATION

<input type="checkbox"/> Shop drawings attached (diagram) REQUIRED
<input type="checkbox"/> Photo of existing roof attached (Pre-coating)



USP™ “ENERGY COATING” SYSTEM DESCRIPTION

Roof Area (1)		Sq. Ft.	Deck/Substrate Type:		Spec #
Product	Color	Rate per Gallon	Dry Mil Thickness	Batch #	
Accessory Products	Reason Used:			Where Used	

Describe in detail the preparation and the installation procedure:

Roof Area (2)		Sq. Ft.	Deck/Substrate Type:		Spec #
Product	Color	Rate per Gallon	Dry Mil Thickness	Batch #	
Accessory Products	Reason Used:			Where Used	

Describe in detail the preparation and the installation procedure:

Start Date: _____ U.S. Ply Sales Representative: _____ Expected Completion Date: _____

Contractor’s Certification: I affirm that this project will be completed in accordance with the U.S. Ply *Energy Coating* specifications as set forth in the most recent U.S. Ply *Energy Coating* Systems Application Specification Manual. **I understand that U.S. Ply is relying upon the above information in issuing a guarantee.**

Authorized Contractor Representative (print name): _____ Signature X: _____

Phone: _____ Fax: _____ Date: _____

U.S. PLY USE ONLY

Energy Coating Warranty # _____

Date Received: _____

- Application Approved
- Approved With Changes
- Application Rejected
- Resubmit With Changes
- Comments _____

Guarantee Fee: _____

Invoice Date: _____

Payment Received: _____

Date Inspected: _____

Date Approved: _____

Date Issued: _____

