

March 30, 2007

Dear Weather-Rite Representative,

To streamline order processing, a new order form is being introduced for the B-Series product line. The form has been created in Adobe Acrobat® and is included in this package electronically on CD. **Please submit all XT-Series orders on this form.**

There are several options for using this form. Please read carefully to ensure that your order data is accurately and efficiently transferred to Weather-Rite, LLC:

1. **IF YOU HAVE ADOBE ACROBAT® STANDARD / PROFESSIONAL / ELEMENTS:** Open the form, fill in the fields, and save. Your data should now be saved in the form template. Send email to Mariah Ries at mariah.ries@weather-rite.com with the form as an attachment.
2. **IF YOU HAVE ADOBE READER®:** If you have only Adobe Acrobat Reader®, you cannot save your data in the form template. **Please do not print out the form and complete by hand.** There are two alternatives for using the form electronically:
 - a. Open the form, fill in the fields, and then print by pushing the "Print Form" button on the bottom of page 4. The form template should have printed with your data filled in. You can now either fax this printed form to Weather-Rite, LLC or scan the form and email electronically as an attachment to Weather-Rite, LLC.
 - b. Open the form and fill in the fields, then push the "Submit by Email" button on the bottom of page 4. This will automatically save the data you typed into the form as a separate file. Some versions of Adobe Reader® will then automatically attach the file to an email addressed to Mariah. Other versions of Adobe Reader® will prompt you to save the file on your computer. In that case, save the file and then attach to an email to Mariah. Send the email. (Once received by Weather-Rite, LLC, your data file will be opened and imported back into the correct fields in the form.)