

July 9, 2012

**SUBJECT: Shipping and Freight Tips, WEATHER-RITE™ XT-Series (Commercial Grade Direct Fired Make-Up Air Units)**

**TO: All WEATHER-RITE™ XT-Series Representatives.** (To encourage familiarity and product knowledge, please put this notice in your office copy of your Weather-Rite binder and/or keep it with your price sheets for future reference).

In order to reduce freight cost and freight damage, please note some standard features with respect to shipping and accessory installation. All reps should take note of during the quote process and inform your installing contractors so they know what to expect upon delivery. All XT-Series units are FOB Buffalo, NY.

To save on shipping cost, the following items are shipped knocked down and require field assembly. Detailed instructions are located in the XT IOS manual:

- Roof Curbs (Wood nailer strips are to be field supplied by others)
  - Insulation can be provided via special pricing, otherwise field supplied by others
  - Fasteners needed for installation are attached to curb
- Inlet Hoods supplied with birdscreen, filter rails, or moisture limiter media.
- Filter Sections with v-bank disposable polyester or aluminum mesh filters.
- Service Platform

The following items are assembled and shipped loose, so some field installation work is required:

- Suspension Frames
- Legs for Horizontal units (also used XT225 & XT230 Upright units)
- Stands for Upright units (shipped fully welded from the factory)
- Discharge Dampers
  - Discharge dampers cannot be attached directly to the XT unit. Mounting in ductwork is required.
  - Actuator will require field wiring back to the unit
- Discharge Heads
- Splash Plates
- Remote Panels (shipped loose inside the control enclosure of the unit)
  - Require field wiring between unit and remote panel
  - As an alternative, remote panels can be ordered mounted to the unit for \$100 (rep net price). Customer must specify mounting location on PO.

The assembly instructions for all items can be found in our Installation, Operation and Service manual located online at [http://www.weather-rite.com/direct\\_fired/direct\\_fired\\_literature.html](http://www.weather-rite.com/direct_fired/direct_fired_literature.html).

For questions regarding this please contact your Weather-Rite Sales Manager.

Regards,

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Weather-Rite LLC