



May 14, 2018

Dear Contract Hauler,

In February 2018, Blue Water Industries acquired Hoover, Inc. We would like to take a moment and welcome you to the Blue Water family. Please find below some general information that will help us make a smooth transition:

- ❑ **W-9:** In order for Blue Water Industries to promptly pay you and also comply with all Federal, State, and Local regulations, please fill out a W-9, which you can find on our web site at <http://www.bluewaterindustries.com>. You will find a link to the form under the heading **Welcome Middle Tennessee, Alabama, and Mississippi Contract Haulers**. Please fax a signed copy to our Nashville Accounting Office at (615) 793-2614 as soon as possible.
- ❑ **Insurance Certificate (ACCORD Form):** We ask that you have your insurance carrier provide us with an insurance certificate (ACORD form). Please ensure Auto, General, and Workers' Compensation insurance forms are included and show Blue Water Industries as an "additional insured." If you have any questions or concerns, please call Greg Muncy, our Safety and Health Manager at (865) 617-0154 or our accounting staff at (615) 793-2600. If you go to our web page as noted above, you will find additional information as to our requirements.
- ❑ **Payments:** Our payment cycle will not change.
- ❑ **Proof of Delivery:** Blue Water Industries has the following procedures to ensure proof of delivery is maintained:
 - **Stone Haulers:**
 - Each hauler **must sign with a clear and legible signature for each delivery at the scale house.**
 - Each hauler is responsible for getting the customer's signature when delivering product. **The signed copy must be retained at your office.**
 - If a customer asks us for proof of delivery, we will ask you for that proof. If you cannot supply us with a copy of a signed ticket, then we will have to charge you for the load (though this will not happen if you are diligent in getting the required signatures). These tickets must be maintained for a period of 7 years to meet Federal and State guidelines in case we are audited.
 - We suggest that you keep these tickets filed by day in case we request a particular ticket.
 - Blue Water Industries also has the following procedure to handle **no one on the job** problems:
 - Our dispatchers and scale house operators are instructed to ask the customer if there will be anyone at the job site. Drivers will be advised if no one will be on the job site.
 - If no one is on the job, then your drivers are required to write "nobody was on site" in the signature line, the particulars of where the load was placed with any physical identification marks for proof, and sign their name legibly with the hauling company name.
 - If the ticket signature is unsigned and we ask you for proof of delivery, and no explanation is on the ticket as described above, then we will assume a failure to get the signature.
 - **Asphalt/Construction Proof of Delivery and Payment Requirement.**
 - Each hauler will retain one (1) copy of the ticket for each load of asphalt/stone hauled to a Blue Water Industries project.
 - Each hauler when working by the hour will be required to have a Blue Water Industries employee sign them out of the job site each day/night to end the work time.
 - In order to receive payment each hauler must provide (i) an invoice totaling the hours worked and/or tons hauled depending on payment method, (ii) a copy of the hourly ticket signed by a Blue Water Industries employee to verify time billed on the invoice, and (iii) attach the copy of the ticket for each load delivered to the hourly ticket for each day. The absence of any of the three items required (i.e. invoice, hourly ticket, material ticket) will delay prompt payment.



We appreciate your cooperation with us in this matter and look forward to our continued business together. Please call our accounting staff with any questions or assistance that we might be able to give you during this transition. The Nashville Accounting Office can be reached at (615) 793-2600.

Sincerely,

Blue Water Industries

A handwritten signature in blue ink, appearing to read 'Edward L. Baker II', with a stylized flourish at the end.

Edward L. Baker II
Chief Executive Officer