



May 3, 2010

Dear

As spring time approaches, we are reminding you, our loyal customer to consider the maintenance and renovations needs you may have this spring. We have prepared a check list of work that should be considered this time of year. Please feel free to check the items that you would like to us to assist you with. The form can be mailed or faxed back. If you prefer, we will come to the house and make a list of recommendations.

As you will see on the attached form, we are offering energy solutions to help lower your energy costs and become environmentally conscious.

Also, please give us your email address if you would like to be contacted by email.

We look forward to hearing from you soon

Sincerely,

Joel Lerman
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CLIENT CHECKLIST
PLEASE CHECK ALL ITEMS THAT MAY NEED ATTENTION

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| Alarm |
| Check operation of alarm and smoke detectors |
| Provide quote for a new alarm/smoke detector system |
| Appliances |
| Check operations , clean exhaust fan, refrigerator vents, dryer vent |
| Provide quote for replacing aged appliances |
| Audio / Video |
| Discuss smart home technology, HD TVs and systems |
| Review computer and A/V technology |
| Brick / Exterior finishes |
| Check condition of exterior materials (mortar, siding, etc) |
| Cabinets |
| Adjust hardware, paint/stain touch-ups |
| Review built-in designs and accommodating new flat screen TVs |
| Carpentry - Finish |
| Check function of doors, hardware and windows |
| Review renovation, addition of new trim details |
| Clean - up |
| Review interior and exterior clean-up projects |
| Concrete |
| Review garage, drive and walk-ways |
| Countertops |
| Clean and seal |
| Driveway |
| Review condition of driveway |
| Drywall |
| Review, repair cracks |
| Electrical |
| Review low energy light bulbs |
| Provide quote for low energy lighting |
| Provide quote for back-up generator |
| Fireplace |
| Provide quote for gas logs and/or remote starter |
| Garage Doors |
| Check openers and doors |
| Provide quote for refinishing doors |
| Grading |
| Review grade/drainage |

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| | Gutters |
| | Clean gutters |
| | Hardware |
| | Check operation /adjust |
| | Heating |
| | Check furnace operations |
| | Provide quote for energy efficient HVAC |
| | Provide quote for air purification sysytems |
| | Insulation |
| | Evaluate energy savings options |
| | Landscaping |
| | Review landscape needs and design |
| | Painting - Exterior |
| | Provide proposal for painting |
| | Painting - Interior |
| | Provide proposal for painting |
| | Pavers/Decks |
| | Provide proposal for repair/replacement |
| | Plumbing - |
| | Inspect toilets,faucets and drains |
| | Roofing |
| | Inspect/clean roof |
| | Tile |
| | Clean and replace grout |
| | Windows |
| | Inspect windows |
| | Provide proposal to clean |
| | Wood Floors |
| | Provide quote for refinishing |
| | Additional Items |
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