



RULES / EXPECTATIONS

Dear Sub-Contractor / Vendor,

Jaffa Group Design/Build would like to remind you that you are a very important part of our custom building process and we would like to thank you for all your hard work and dedication.

It is very important that you understand our high expectations on quality and workmanship.

Listed below are some items that are very important to us and that you should keep in mind when arriving to our job site:

- Please arrive on the date you are scheduled to arrive.
- Please make sure that you do not arrive on the job site after 4 pm. If you are unable to get there between 8 am and 3 pm, please reschedule for the following business day.
- Please make sure that you work well along with all the other sub-contractors and vendors.
- Please make sure that you clean up after you are done working.

REMINDERS:

- **NO DOGS** are allowed on any of our projects for any reason per City Ordinances.
- Absolutely **NO SMOKING** is allowed on any of our projects for any reason.
- Absolutely **NO DRUGS OR ALCOHOL** are allowed on any of our projects for any reason.
- Absolutely **NO DRINKS** are allowed in the project. All DRINKS need to be kept outside at all times.

I _____ (COMPANY REPRESENTATIVE) agree that these rules will be followed by me and my employees when on the project.

DATE: _____

COMPANY NAME

Once again, let's make this building experience a good one, house after house.

We look forward to working with you in the future!

Jaffa Group Design/Build