

(Important Procedures / 4-phase process / 3-payment schedule)

1. If you have not done so. Please first download the PDF file at the top of payment page entitled "FIRST STEP . . ." This document will help you to determine that you in fact do meet your city and or county building, zoning guidelines before placing an order for a SUNSHINE Cottage Home™ (KIT).
2. Four phase / 3-payment schedule / ordering procedures.
3. Phase I: Select the SUNSHINE Cottage Home™ or homes you are interested in purchasing. You pay upfront only \$1,000.00 hold order deposit per home ordered within submit payment portal.
4. Do not enter more than \$1,000.00 hold deposit per home ordered in payment portal.
5. You will be provided a courtesy 72-hour 3-days to cancel order. If for any reason you decide you would like to cancel your order you will be responsible to notify us via email before the 72 hour/ 3-day grace period has expired. State simply in the body of the email that you would like to cancel your order. Once we have received this time stamped email at purchase@sunshineinc.org we will immediately refund 100% of your total hold order deposit back to you.
6. If you do not cancel your order within the 72-hour / 3-day grace period by notifying us in writing via email at purchase@sunshineinc.org than your order will begin to be processed. Your total hold order deposit will not be refundable. In the event you place and cancel an order for more than one SUNSHINE Cottage Home™ (KIT) (example \$2,000.00 = two home orders) a maximum of \$1,500.00 will be non-refundable.
7. After 72-hours has passed with no cancelation of order has been received than a copy of the complete engineered drawings for the SUNSHINE Cottage Home™ or homes ordered will be emailed to you.
8. IMPORTANT: You will be licensed to build only the number of SUNSHINE Cottage Home™ model for the exact number of SUNSHINE Cottage Homes™ purchased.
9. Example: If you purchase 10-SUNSHINE Cottage Home™ (KIT) of any model combination than you will not be licensed to build 11 + SUNSHINE Cottage Homes™.
10. Our company will coordinate the ordering, fulfillment and delivery process for all your building materials, appliances and fixtures through the closest, The Home Depot store to your build site.
11. We operate as a preferred "pro desk" customer where we act as one (1) customer to The Home Depot company; a hub with thousands of spokes or thousands of customers where all our customers' orders are processed directly through SUNSHINE Network Homes, Inc where we process

a cumulative large volume of individual orders which in turn provides our company discounts that are achieved through economies of scale. You, our cherished customer benefits directly from this process as if you personally purchased thousands of stoves, refrigerators, doors and windows. We pass on 100% of those volume order discounts back to you in the form of perpetually lower SUNSHINE Cottage Home™ prices.

12. **IMPORTANT: We offer two engineering sets of plans. Please select ONLY ONE / CEMENT PERIMETER or CEMENT SLAB FOUNDATION in order page. PERIMETER FOUNDATIONS are typically located in colder climates where freezing can occur. SLAB FOUNDATIONS are typically located in warmer climates where freezing is not common.**
13. You will be notified of which Home Depot store your order will be fulfilled through where you can verify and check on your pending orders and confirm and or adjust your ideal shipping, delivery date.
14. Phase II: Next step is your responsibility to begin the building permit process with your city or county by submitting the SUNSHINE Cottage Home™ complete pre-engineered building plans.
15. In order to create a more efficient building process where each phase dove tails into the next, with maximum efficient use of time, we suggest when your foundation is complete or almost complete you Begin Phase III.
16. Phase III: Place your order (2nd payment) for the 1st of a total of (two) ground shipments to your build site. Send a cashier's check drawn on any US bank at this time (no personal checks or money orders accepted).
17. You will receive an advanced itemized invoice prior to any payments for both Phase III and Phase IV via email.
18. Funds can be delivered two ways (**NOT by credit, debit card website payment portal**) 1) Bank wire transfer or 2) Cashier's check mailed to our Salem office address via FedEx or UPS registered courier signature required.
19. Contact us directly for banking wire information.
20. Submit payment by FedEx or UPS. Send cashier's check made out to SUNSHINE Network Homes, Inc.
21. Mail to: 1174 Cornucopia St NW Suite 250 Salem, Oregon 97304 United States.
22. Office: (503) 587-7954. don@vanluecpa.com CFO / Treasurer Don Vanlue. (541) 497-3585 info@sunshineinc.org.
23. The 1st shipment will include the framing for walls, vapor wrap, roof trusses, floor joist, windows, doors, bathroom fixtures, exterior siding, roofing materials, flooring etc.

24. You can expect a skilled labor crew to assemble / “dry in” your SUNSHINE Cottage Home™ on a pre-built foundation within five-days or less.
25. Phase IV: Last phase. Begin to schedule your 2nd and final shipment of materials, appliances, fixtures, insulation, wiring, plumbing, dry wall, paint, kitchen bathroom cabinets etc, when Phase III framing is complete or almost complete.
26. This final shipment will be delivered to your build site where all valuables can be placed safely inside your dried in framed structure secure from theft and the elements.
27. Submit your 3rd and last payment as outlined after we have submitted your final invoice for shipment of goods.
28. Buyer always have the option to request both shipments to be delivered in one delivery at any time.

Please do not hesitate to contact us if you have any question.

Thank-you very much for your business.

Your going to love your new SUNSHINE Cottage Home™

William A. Sagona

Founder, Chairman &CEO.