

WHO TO CALL AT.... ABSOLUTAIRE

Phone (269) 382-1875 or (800) 804-4000 Fax (269) 382-5291

www.absolutaire.com

DESCRIPTION	Primary	1st Back-up	2nd Back-up	3rd Back-up
AbsolutWaire Login, Navigation, etc.	Laurel Ceglarek	Elgin Clark	Chris Maurice	Jack Budnick Sr.
Accounts Payable (\$\$'s we owe)	Deb Crowe	Jennie Negri	Jack Budnick Sr.	
Application Engineering	Elgin Clark	Jack Budnick Sr.	Adam Budnick	Mike Lawton
Approval Drawing Request/Release	Rob Thayer	Jim Scovel	Andy Reeg	Adam Budnick
Catalogs & Literature	Gwen Michel	Jim Scovel	Laurel Ceglarek	Adam Budnick
Change Orders - Eq'pt Configuration - Affect on Ship Date	Adam Budnick Jack Budnick Jr.	Jim Scovel Jim Scovel	Andy Reeg Adam Budnick	Rob Thayer
Collections (\$\$'s owed AAI)	Gwen Michel	Deb Crowe	Jack Budnick Sr.	
Commission Payments	Deb Crowe	Jack Budnick Sr.		
Credit Approval	Deb Crowe	Jack Budnick Sr.		
Customer Complaints	Kris Witteveen	Tom Wisser	Jack Budnick Sr.	Adam Budnick
DDC Controls	Chris Maurice	Kris Witteveen	Kevin Brooks	Bruce Owen
Disputes	Jack Budnick Sr.	Kris Witteveen	Adam Budnick	
Drawings for Quotation Purposes	Rob Thayer	Jim Scovel	Andy Reeg	Adam Budnick
ETL (ANSI) Certification	Rob Thayer	Jack Budnick Sr.	Elgin Clark	
Field Issues - Gas & Electrical - Quality	Tom Wisser Kris Witteveen	Kris Witteveen Tom Wisser	Bruce Owen Jack Budnick Sr.	Jack Budnick Jr.
Freight Quotes, Ship To Address, etc.	Deb Crowe	Jim Scovel	Jennie Negri	
O&M Manuals	Jim Scovel	Jennie Negri	Andy Reeg	
Order Acknowledgement	Jennie Negri	Laurel Ceglarek	Jim Scovel	Deb Crowe
Parts Orders, New & Warranty	Tom Wisser	Kris Witteveen	Bruce Owen	
Product Improvement Ideas	Jack Budnick Sr.	Adam Budnick	Rob Thayer	
Quotes and Pricing - AA & V - R-Series - E-Series - AirHouse - Indierct Fired - Spray Bake - Humidity Control	Jim Scovel Elgin Clark Elgin Clark Jack Budnick Sr. Adam Budnick Adam Budnick Adam Budnick	Elgin Clark Jack Budnick Sr. Jack Budnick Sr. Kris Witteveen Jack Budnick Sr. Jack Budnick Sr. Rob Thayer	Laurel Ceglarek Jim Scovel Rob Thayer Adam Budnick Elgin Clark Elgin Clark Kris Witteveen	Jack Budnick Sr. Kris Witteveen Jim Scovel Jim Scovel Jack Budnick Sr.
Rep Office Phone & Address Changes	Laurel Ceglarek	Gwen Michel	Jack Budnick Jr.	Chris Maurice
Service & Field Start Up Issues	Tom Wisser	Kris Witteveen	Bruce Owen	
Shipments:				
Lead Times - Prior to Order	Jack Budnick Jr.	Jim Scovel	Jack Budnick Sr.	Elgin Clark
Ship Date Status - Existing Orders	Deb Crowe	Jim Scovel	Jennie Negri	Jack Budnick Jr.
'Post Ship Info - PRO#, etc	Deb Crowe	Jennie Negri	Jim Scovel	
Stock Units Availability	Jim Scovel	Jack Budnick Sr.	Adam Budnick	
Unit Weights, Sizes, etc.	Andy Reeg	Jim Scovel	Rob Thayer	Adam Budnick
Website Changes/Suggestions	Jack Budnick Jr.	Chris Maurice	Jack Budnick Sr.	Adam Budnick

e-mail addresses:

Typical: First name initial followed by full last name, followed by @absolutaire.com -
For example: Tom Wisser is twisser@absolutaire.com

EXCEPTIONS: jwbudnick@absolutaire.com for Jack Sr. jebudnick@absolutaire.com for Jack Jr.