



Administrative Office  
2279 Pike Court  
Concord, CA 94520  
(925) 676-1313  
Fax: (925) 682-2348

2279 Pike Court  
Concord, CA 94520  
(925) 682-2211  
Fax: (925) 682-2245

2310 South State Street  
Ukiah, CA 95482  
(707) 462-1568  
Fax: (707) 462-2644

1350 Old County Road  
Belmont, CA 94002  
(650) 592-8565  
Fax: (650) 592-4974

156 Utility Court  
Rohnert Park, CA 94928  
(707) 584-3092  
Fax: (707) 584-7446

3669 Del Valle Parkway  
Pleasanton, CA 94566  
(925) 462-2662  
Fax: (925) 462-0137

1179 Western Street  
Fairfield, CA 94533  
(707) 427-0700  
Fax: (707) 422-0700

3760 Old 44 Drive  
Redding, CA 96003  
(530) 226-8008  
Fax: (530) 226-8009

Dear Homeowner:

California Shingle & Shake Company is pleased to be participating in your construction project. Our participation consists of supplying and delivery of roofing materials. Over five decades of experience in the roofing industry gives us confidence that you will be pleased with the quality of the materials provided.

You will notice that attached with this letter is a "*California Preliminary Notice*". Since most people become unnecessarily alarmed when they see this notice, we would like to take a moment of your time to help you understand what this notice is.

Issuing the "*California Preliminary Notice*" within 20 days from the date of delivery, is a normal part of any supplier's business routine on construction projects, and one California Shingle & Shake Company consistently practices. This notice is required by California law and preserves our lien rights in the event of non-payment to any contractor, sub-contractor, laborer, supplier, or any other people connected with a construction project.

A lien may be claimed against your property due to non-payment from any of the above listed parties in your construction project, *EVEN IF* you have paid your contractor in full, but the sub-contractors, laborers, or suppliers remain unpaid. You may wish to protect yourself against the consequences of such an occurrence, by requesting your contractor to furnish a signed release by the person or firm giving this notice.

Please be assured that this is not a negative reflection of distrust against your contractor, but is simply a procedure we must follow as required by law. If you have any questions, please feel free to call us.

Sincerely,

California  
Shingle & Shake Company  
2279 Pike Court  
Concord, CA 94520  
(925) 682-2211