COMMERCIAL ROOFING ADVISORS

AMERICA 250

COMMERCIAL ROOFING

# METAL ROOF REPAIRS SKYLIGHT REMOVAL

## Industrial metal-roof repair proposal

Thomson, Georgia

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**PROPOSAL**

#CRA-261105-MEC / November 5, 2026

commercialroofingadvisors.com

# Proposal Letter

November 5, 2026

[redacted] / Site Leader
[redacted]

**Re: Roof leak repairs – [redacted] Thomson, GA [redacted]**

Dear [redacted],

Commercial Roofing Advisors is pleased to present this proposal for repairs to the existing metal roof at your Thomson facility. The work includes removing 54 transparent skylight panels on the right side of the main roof and covering those locations with solid PBR metal roof panels, together with the listed transition-flashing, rake-trim, exhaust-vent, and missing-fastener repairs.

**The lump-sum price for the described work is [redacted].**

## Skylight Removal and Solid Roof Panels

The 54 existing skylight locations will receive **opaque metal panels**. They will no longer transmit daylight. This proposal does not supply new translucent skylights. The property must confirm that permanent closure of those skylight locations and the resulting lighting conditions are acceptable before materials are ordered.

## Existing Roof Condition

The existing roof is at the end of its service life. These localized repairs are intended to provide relief at the listed areas while longer-term roof work is evaluated. They do not renew the entire roof or establish that all leaks will be eliminated. Replacement of all roof fasteners and a future flute-filled TPO recovery system are outside this repair package.

The installer provides a 90-day labor guarantee on the work performed. Leaks originating in other areas are excluded. The scope, quantities, site photos, pricing, payment schedule, and limitations appear on the following pages.

We appreciate the opportunity to support your facility. Final panel fit, material selections, site access, and the installation schedule will be confirmed in writing before mobilization.

Sincerely,

**Josh Tabor**
Operations Manager
Commercial Roofing Advisors



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# Project Scope and Quantities

– Thomson, GA

| Work area | Included work | Quantity |
|---|---|---|
| **Main-roof skylights** | Remove transparent skylight panels on the right side of the main roof and cover those locations with new solid PBR panels. Each existing panel is approximately 3 ft × 14 ft. | 54 EA |
| **Left-front addition** | Remove and replace transition flashing and panel closure strips at the junction with the older main roof. | 202 LF |
| **Rear addition, left side** | Remove and replace rake trim; secure seams with butyl tape. Trim color: white; approximately 12 in × 12 in. | 77 LF |
| **Rear addition, right rear** | Seal around the exhaust vent with coating. | 1 EA |
| **Main roof, right side** | Seal and secure the rake flashing, addressing the listed missing-fastener and butyl-seal conditions. | 15 LF |
| **Miscellaneous roof areas** | Install fasteners at locations where they are completely missing. Quantity is a lump-sum repair item, not replacement of all existing fasteners. | 1 LS |

## Panel Fit and Material Coordination

Confirm final dimensions, panel profile and fit, attachment details, and material selections before ordering. The stated panel dimensions identify the existing skylight-panel positions; they do not establish the area of the full roof. This proposal does not include a whole-roof replacement or recovery system.

## Authorization to Close Skylights

The selected work permanently closes the listed 54 transparent skylight-panel locations with solid metal. The client must confirm the daylighting change and approve the final panel selections before ordering. Any change to retain daylighting or install new skylight units requires separate written scope and pricing.

## Localized Repair Limits

The work is limited to the listed items and areas. Other existing roof defects, wholesale fastener replacement, and future roof recovery or replacement require separate evaluation and pricing. Concealed or additional work must be described and agreed in writing before proceeding.


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# Skylight Locations and Condition




Marked roof area: remove the listed 54 transparent skylight panels and install solid metal panels at those positions.



Open or broken skylight-panel condition visible during the roof review.



Closer view of a deteriorated skylight-panel opening and adjoining seams.

**Daylighting change:** The repaired locations will be opaque. Final panel fit and the client's acceptance of the resulting lighting conditions must be confirmed before ordering. Photos show existing conditions; work remains limited to the written scope.


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# Flashing and Vent Repair Areas




Left-front addition: replace the transition flashing and closure strips along the marked junction; 202 LF.




Rear addition, left side: replace the listed rake trim, 77 LF; secure seams with butyl tape.




Main roof, right side: seal and secure the listed rake-flashing area; 15 LF.

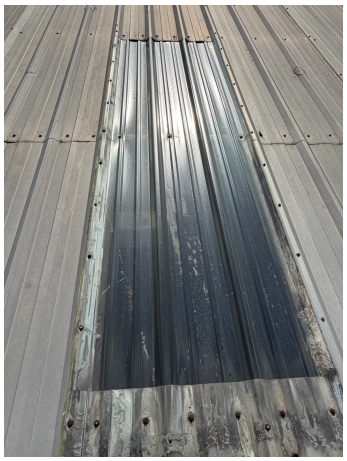



Rear addition, right rear: seal around the marked exhaust vent.

The marked photos identify the listed repair areas. They do not add work beyond the quantities and descriptions in this proposal.


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# Existing Roof Details



Existing transparent skylight panel and adjoining metal-roof panels.



Another skylight-panel location and existing seam conditions.



Existing fastener conditions. Only the listed miscellaneous missing-fastener repairs are included.



Existing exhaust-vent base and surrounding roof condition.

Localized repairs do not renew the full roof. Wholesale fastener replacement and roof recovery or replacement are outside the price shown.


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# Interior Conditions



Existing roof structure and daylight visible through a skylight-panel location.



Visible ceiling staining documented during the site review.



Deteriorated interior insulation facing observed below the roof.



Visible floor staining or wet areas documented during the site review.

These images document observed interior conditions. A photograph alone does not establish the origin of a leak. Interior finish or insulation restoration is not included in the listed exterior repair scope.

# Pricing and Proposal Basis

| Included Work | Amount |
|---|---|
| Removal of 54 transparent skylight panels and installation of solid PBR panels; 202 LF transition flashing and closures; 77 LF rake trim; one exhaust-vent seal; 15 LF rake-flashing seal/secure work; miscellaneous missing fasteners. | |
| **Total Lump-Sum Price** | |

## Payment Schedule

before materials are ordered; the balance is due on completion of the described roofing work.

| Payment | Amount |
|---|---|
| Deposit – before material ordering | |
| Balance – completion | |

## Warranty Limitation

The installer provides a **90-day labor guarantee on the work performed**. Leaks originating in other areas are not covered. A manufacturer warranty for this repair package is not specified; any applicable written warranty documents must be provided before work starts. These repairs do not constitute a warranty of the entire existing roof.

## Schedule and Coordination

The start date, duration, final material selections, panel fit, access, staging, and any permit requirements will be confirmed in writing before mobilization. No start date or duration is committed by this proposal. Pricing is valid through December 5, 2026. Applicable tax treatment will be confirmed in writing before acceptance; no separate tax rate is represented here.

## Repair Basis and Exclusions

The existing roof is at the end of its service life. This price is for the listed localized repairs. It excludes a full roof replacement or flute-filled TPO recovery, replacement of all existing fasteners, new translucent skylights or glazing, and work outside the listed repair items. The client must approve the permanent loss of daylight at the 54 panel locations before ordering.

Any additional or concealed-condition work requires a written change order with scope and price approved by both parties before that work proceeds.


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# What You Need to Know

Commercial Roofing Advisors would like to thank you for choosing us. We hold ourselves to the highest standard while assisting with the work described in your proposal.

## During the Restoration of Your Property

Noise will be a constant; please expect pounding from hammers and other tools. Remove all loose items from shelves, walls, cabinets, and other areas.

If required, waste containers and materials will be placed in a designated staging area coordinated with the property's authorized representative. Any alternate arrangements must be documented in the agreement.

## Site Conditions That Are Hidden

Some plumbing, electrical, heating, and A/C companies, as well as builders and remodelers, will install their wiring and/or tubing in areas that expose them to damage and may cause them to be damaged during the restoration process. Commercial Roofing Advisors is not responsible for any damage to those items if the company that installed those items did not properly install and/or protect them from potential damage.

Commercial Roofing Advisors will only perform those repairs that are written/listed on the contract. There are no verbal agreements; therefore, no work will be done from verbal agreements.

Client's Initials: _____


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# Additional Information

1. This proposal is for completing the order as described. This proposal is based on Commercial Roofing Advisors' evaluation and does not include additional labor which may be required should any unforeseen problems arise after work has commenced. No verbal agreement will be honored.

2. Any modifications to the terms and conditions of this contract must be in writing and approved by Commercial Roofing Advisors.

3. Any amendments to this agreement must be in writing, dated, signed, and approved by Commercial Roofing Advisors.

4. Commercial Roofing Advisors is not held liable for any damages during the fulfillment of the order unless directly caused by Commercial Roofing Advisors.

5. All project commencement and completion dates are variable due to weather or any condition preventing production. Commercial Roofing Advisors is not held liable for delays beyond Commercial Roofing Advisors' control. Commercial Roofing Advisors is not held liable for the failure of performance due to labor issues, strikes, weather, inability to obtain materials from usual sources, or any other circumstances beyond the control of Commercial Roofing Advisors.

6. The client is responsible for any hazardous condition or materials and shall notify Commercial Roofing Advisors of the presence of any hazardous condition prior to the commencement of the project.

7. Commercial Roofing Advisors is not responsible for ensuring satellite dishes are functional in signal upon completion of the project.

8. The work stated on the contract is the full extent of the work contracted.

Client's Initials: _____

Commercial Roofing Advisors

Acknowledgement: _____ Date: _____


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# Acceptance and Authorization

By signing below, the parties accept the described repair scope, quantities, price, payment schedule, exclusions, installer labor-guarantee limitation, and client information. Additional work requires a written change order approved by both parties before it starts.

## Skylight-Closure Authorization

The client authorizes removal of the listed **54 transparent skylight panels** and installation of **solid, opaque PBR metal panels** at those locations. The client understands these openings will no longer provide daylight and confirms the resulting lighting arrangement is acceptable, subject to final material and installation coordination.

| Accepted Work | Base Price |
|---|---|
| Listed metal-roof repairs and skylight-panel closures | |

**Proposal:** CRA-261105-MEC

**Date:** November 5, 2026

**Project Site:** Thomson, GA

### ACCEPTED BY CLIENT

Signature

Printed Name / Title

Date

### ACCEPTED BY CONTRACTOR

Signature

Printed Name / Title

Date



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