



March 6, 2024

Oronoco Township - Mn  
Po Box 324  
Address 2  
Oronoco MN 55960

**RE: 2023 Season Reminders and Updates**

Hello Valued Milestone Customer,

Before the season starts to pick up, we would like to take the time to thank you for your continued business and extend a warm welcome as we enter the 2024 season! As part of our continued efforts to enhance our customer service and customer communication, we have some reminders and updates for you.

**Account Contact Information** - Please verify the following is current. If there needs to be an update, please email [accountsreceivable@milestonematerials.com](mailto:accountsreceivable@milestonematerials.com) including your customer number, name, and updates.

Oronoco Township - Mn  
352370  
Po Box 324  
Address 2  
Oronoco MN 55960  
oronocomn.township@gmail.com  
507-367-2737

**Invoices/Statements and Payments** – If you are not set up to receive invoices and statements via email and would like to be, please email [accountsreceivable@milestonematerials.com](mailto:accountsreceivable@milestonematerials.com) and include:

Customer Number - 352370  
Company Name - Oronoco Township - Mn  
Email Address -

**ACH Payment** – If you are interested in sending your payment via ACH, please email [accountsreceivable@milestonematerials.com](mailto:accountsreceivable@milestonematerials.com).

Please note it is **critical** to email remittance advice for any ACH payments. Remittance should be sent to [accountsreceivable@milestonematerials.com](mailto:accountsreceivable@milestonematerials.com)

- Please remember when submitting any type of payment, **it is essential to include your Customer Number, the Invoice Number(s) and amounts that the payment should be applied to.** If you are short paying any invoices, please provide reason and documentation as to why.
- If your company has more than one account with us, please pay each account on **individual checks.** This helps us to keep our books in sync with yours.
- **Please advise your drivers that all tickets books are to remain at the quarries.**

**Quotes** – to guarantee pricing, material availability and to activate your quotes, please return your **SIGNED** proposal/quotes to the Area Manager **prior** to loading any materials.



**Tax Exemption** – forms must be submitted, and an order number must be obtained before material is taken from any quarry. Please send your forms to [accountsreceivable@milestonematerials.com](mailto:accountsreceivable@milestonematerials.com). **If you do not provide the form, you will be charged tax.**

**Trucks** – Please provide the following information on each truck that will be hauling material for you from any of our locations or if you have any new trucks that need to be set up, please email this information to [accountsreceivable@milestonematerials.com](mailto:accountsreceivable@milestonematerials.com)

- Company Name
- Truck#
- Truck Type (Quad, Tri, single, etc.)
- Empty Weight
- License Plate
- Quarries hauling out of (certain quarries require badge numbers to use our automatic ticketing system, AWS Kiosk)

**AWS Kiosk (“blue boxes”)** – If you will be pulling product out of our AWS quarries, we request that you use the automatic system and not write out hand tickets. In the case of a kiosk being down and a hand ticket needs to be used please provide to your drivers, the example at the end of this letter on the proper way to complete a hand ticket.

Please provide the following information to your drivers for the kiosk:

- Milestone Badge Number
- Milestone Quote/Order Number
- Milestone Material Number

If there are any errors, voids, or changes to the tickets or a AWS Kiosk is down, please contact our office the same day. Timeliness in communication is essential. Please email the changes to [accountsreceivable@milestonematerials.com](mailto:accountsreceivable@milestonematerials.com) or call (608) 783-6411 and ask for accounts receivable.

**SAFETY - Required PPE at the Pits and Quarries** – **ALL** visitors are required to wear the following PPE when outside their vehicles after leaving the scale house.

- **Hard Hats** (30cfr 56.15002)
- **Work Boots** – Heavy Soled Work Boots (30cfr 56.15003)0
- **High Visibility Clothing** (Safety Book 2.02-30)
- **Safety Glasses** (30cfr 56.15004)
- **Hearing Protection** – required when background sound levels greater than 85 db (30cfr 62.100)
- **Respirators** – when working in areas with high silica levels
- **Fall Protection** – when chance of falling (30cfr 56.15005)
- **Seat Belts** – when vehicle is in motion (30cfr 56.14130)
- **Work Attire** – Long Pants (no large rips/holes) and Shirt (long or short) that extends to the beltline.

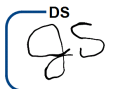
**Additional Information:**

Minimum load charge is \$20.00/load.

We will only accept cash at the quarries listed below. All other quarries with scale operators will be accepting checks or credit card payments.

- Landscape Center/Swanson – La Crosse, WI
- Tomah Wash Plant – Tomah, WI
- Fox Ridge Pit East – Baraboo, WI
- Golberg Quarry – Rochester, MN

If you would like to pay over the phone with a credit card, please call (608) 783-6411 and ask for our accounts receivable department. **“Paying within terms of net 30 days is important. If your account is unpaid over 60 days, you may be shut off from product until paid current.”**





Please do not hesitate to reach out to us with any questions or concerns. We appreciate your business and look forward to supplying your future aggregate needs!

Best Regards,  
***Your Milestone Accounting Team***



Please provide your drivers with the proper way to complete a hand ticket and use the AWS Kiosk

<p><b>MILESTONE MATERIALS</b> A Division of Mathy Construction Co. P.O. Box 507 • Onalaska, WI 54650-0507</p>		DATE <b>2-23-21</b>	PROJECTS				
		LOCATION <b>Hanser St.</b>	<input type="checkbox"/> 1104 1 1/2" CR. BASE	<input type="checkbox"/> 1134 SELECT CRUSHED	<input type="checkbox"/> 1300 3" CLEAN	<input type="checkbox"/> 5305 1 1/2" WASHED GRAVEL	
		LOCATION # <b>811</b>	<input type="checkbox"/> 3104	<input type="checkbox"/> 3134	<input type="checkbox"/> 3300		
CUSTOMER <b>Customer Name and Account Number</b>			<input type="checkbox"/> 1110 1" CR. BASE	<input type="checkbox"/> 1501 3/8" SCREENINGS	<input type="checkbox"/> 1302 2" CLEAN	<input type="checkbox"/> 5309 3/4" WASHED GRAVEL	
ADDRESS <b>Street, City, State and Zip Code</b>			<input type="checkbox"/> 3110	<input type="checkbox"/> 3501	<input type="checkbox"/> 3302		
PROJECT # or PROJECT DESCRIPTION <b>Quote # and Project name</b>			<input type="checkbox"/> 1106 1 1/2" DENSE	<input type="checkbox"/> 1178 STRIPPING AND FILL	<input type="checkbox"/> 1303 1 1/2" CLEAN	<input type="checkbox"/> 5501 5/8" SCREENED SAND	
TRUCKER <b>Driver\Truck Name</b>		TRUCK # <b>Truck Number</b>	<input type="checkbox"/> 3106 BASE	<input type="checkbox"/> 3176	<input type="checkbox"/> 3303		
GROSS <b>71500</b>		UNIT PRICE	<input checked="" type="checkbox"/> 1112 3/4" DENSE	<input type="checkbox"/> 1400 3/8" WASHED MAN	<input type="checkbox"/> 1305 1" CLEAN	<input type="checkbox"/> 5503 3/8" SCREENED SAND	
TARE <b>27500</b>		SUBTOTAL	<input type="checkbox"/> 3112 BASE	<input type="checkbox"/> 3400 SAND	<input type="checkbox"/> 3304		
NET <b>44000</b>		SALES TAX	<input type="checkbox"/> 1125 CLASS 5	<input type="checkbox"/> 1308 1 1/2" WASHED CONC	<input type="checkbox"/> 1306 3/4" CLEAN	<input type="checkbox"/> 5614 PEA GRAVEL	
TONS <b>22</b>		HAUL CHARGE <b>IF DEL Load</b>	<input type="checkbox"/> 3124	<input type="checkbox"/> 3307 STONE	<input type="checkbox"/> 3305		
CUBIC YDS		GRAND TOTAL	<input type="checkbox"/> 1123 CLASS 2	<input type="checkbox"/> 1311 1" WASHED CONC	<input type="checkbox"/> 3020 RIP RAP HVY	<input type="checkbox"/> 5140 FILL SAND	
RECEIVED BY:			<input type="checkbox"/> 3122	<input type="checkbox"/> 3310 STONE - CA 50	<input type="checkbox"/> 3020 (18" - 36")		
			<input type="checkbox"/> 1160 BREAKER RUN	<input type="checkbox"/> 1310 1" WASHED CONC	<input type="checkbox"/> 3022 RIP RAP MED	<input type="checkbox"/> 5404 CONC SAND FA - 1	
			<input type="checkbox"/> 3160	<input type="checkbox"/> 3309 PAVING STONE - CA 50	<input type="checkbox"/> 3022 (12" - 24")		
			<input type="checkbox"/> 1152 SCREENED	<input type="checkbox"/> 1313 3/4" WASHED CONC	<input type="checkbox"/> 1219 3/4" BIT AGG	<input type="checkbox"/> 7212 3/4" - 1" CRUSHED CONC BASE	
			<input type="checkbox"/> 3152 BREAKER RUN	<input type="checkbox"/> 3312 STONE	<input type="checkbox"/> 3219		
			<input type="checkbox"/> 1000 SHOT ROCK	<input type="checkbox"/> 1248 1/2" WASHED CHIPS	<input type="checkbox"/> 1221 3/4" X 3/8"	<input type="checkbox"/> 7216 1 1/4" - 1 1/2" CRUSHED CONC BASE	
			<input type="checkbox"/> 3000	<input type="checkbox"/> 3248 1/2" WASHED CHIPS	<input type="checkbox"/> 3221 BIT AGG		
			<input type="checkbox"/> 1130 OPEN GRADED	<input type="checkbox"/> 1250 3/8" X 1/8" WASHED	<input type="checkbox"/> 1225 5/8" BIT AGG	<input type="checkbox"/> 7206 1" CRUSHED BLACKTOP	
			<input type="checkbox"/> 3130 BASE	<input type="checkbox"/> 3250 CHIPS	<input type="checkbox"/> 3225		
			<input type="checkbox"/> 5138 PIT RUN	<input type="checkbox"/> 1610 AG LIME 50 - 59	<input type="checkbox"/> 1235 3/8" BIT AGG	<input type="checkbox"/> 7020 TOPSOIL	
			<input type="checkbox"/> 1174 QUARRY LIME	<input type="checkbox"/> 1616 AG LIME 80 - 89	<input type="checkbox"/> 3235		
				<input type="checkbox"/> 1241 3/16" BIT AGG	<input type="checkbox"/> 3241		
			<b>OTHER: For any material not list</b>			<b>106374</b>	

WHITE - Office | YELLOW - Customer | PINK - File

920 10<sup>th</sup> Ave N, Onalaska WI 54650 – Phone 608-783-6411 – Fax 608-783-4311

EOE, including disability/vets



Truck Badge # \_\_\_\_\_

Customer Order # \_\_\_\_\_

## AWS KIOSK ("Blue Box") INSTRUCTIONS

### FIRST Load of the Day (Steps 1-4)

Step 1	Pull on scale empty
Step 2	Enter Milestone Badge Number (4 digits)
Step 3	Press Tare

### ALL Loads (Steps 5-14)

Step 4	Truck is loaded with material
Step 5	Pull truck on scale
Step 6	Enter Badge Number (same 4-digit number as Step 2)
Step 7	Press Enter
Step 8	Enter Customer Order Number
Step 9	Press Enter
Step 10	Enter Milestone product number for material loaded
Step 11	Press Enter
Step 12	Press Enter
Step 13	Ticket will print

**If there are technical issues, please call our office at  
608.783.6411 and ask for Accounts Receivable.**

**Certificate Of Completion**

Envelope Id: 1278DD20F8E248C397D29029CAA299D6	Status: Completed
Subject: 2024 Customer Letter	
Source Envelope:	
Document Pages: 5	Signatures: 0
Certificate Pages: 4	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Ben Fargo
Time Zone: (UTC-06:00) Central Time (US & Canada)	920 10th Ave N
	Onalaska, WI 54650-2166
	ben.fargo@milestonematerials.com
	IP Address: 140.174.198.75

**Record Tracking**

Status: Original	Holder: Ben Fargo	Location: DocuSign
3/14/2024 2:34:20 PM	ben.fargo@milestonematerials.com	

**Signer Events**

Oronoco Township - Mn  
 oronocomn.township@gmail.com  
 Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Drawn on Device  
 Using IP Address: 206.146.82.112  
 Signed using mobile

**Timestamp**

Sent: 3/14/2024 2:34:21 PM  
 Viewed: 3/14/2024 5:02:53 PM  
 Signed: 3/14/2024 5:06:40 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/14/2024 5:02:53 PM  
 ID: 9c2ec8ad-5a86-46e8-bf7f-87e283146c86

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	3/14/2024 2:34:21 PM
Certified Delivered	Security Checked	3/14/2024 5:02:53 PM
Signing Complete	Security Checked	3/14/2024 5:06:40 PM
Completed	Security Checked	3/14/2024 5:06:40 PM

Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact MTS/ALM Holding:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [morry.welch@corpmts.com](mailto:morry.welch@corpmts.com)

### **To advise MTS/ALM Holding of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [morry.welch@corpmts.com](mailto:morry.welch@corpmts.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- You can access and read this Electronic Record and Signature Disclosure; and
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- Until or unless you notify MTS/ALM Holding as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by MTS/ALM Holding during the course of your relationship with MTS/ALM Holding.