

Royal Rinse Car Wash – Synergy Soaps Ordering Policy (the “Policy”)

Effective Date: November 4th, 2025

Owner: Cory Cline

Important note re: Chemical Quantities

- *Jugs: 2.5 gallons*
 - *Cases: 5 gallons*
 - *Holding Tanks: Capacity is 15 gallons, but tanks should not exceed 10 gallons to prevent overflow and ensure proper mixing ratios.*
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Ordering Schedule & Responsibilities

1. **Site Managers** are responsible for submitting updated **chemical inventory** and **order requests** to **Cory** by **12:00 PM every other Tuesday**.
 2. Cory will compile all site submissions and send the consolidated order to **chems@mylocalcarwash.com** by **End of Day (EOD) Tuesday**. **Please note, Cory will not submit any incomplete orders.**
 3. **MLCW** will review and process all chemical orders **Wednesday morning**.
 4. **Deliveries** will begin **the following Monday**, unless there is a **critical shortage** requiring earlier delivery. **Please note, all ‘urgent’ deliveries require approval from Cory and must be accompanied with a written explanation delivered to Cory with Tyler Mooney and David Head cc’d. Good planning and adherence to the Policy should eliminate critical shortage occurrences.**
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Delivery and Sign Off

- MLCW will deliver a physical invoice confirming receipt of ordered soaps. Site managers are to review, confirm (or not) receipt of all ordered soaps, and sign (if all is correct) the delivery invoice. This is critical as it starts the process for payment and ensures inventory compliance. Delivery confirmation reviews and signatures are **required** within 24 hours of delivery.
 - Please inform Cory of any delivery issues and rejected invoices.
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Soap Setup Issues

- Site managers should **contact David Robinson directly by text** (preferred) or phone call for any problems related to chemical setup.
 -  **David Robinson: (980) 258-3772**
 - David Robinson will follow up on all communications with an **emailed response by end of day (EOD)** to document resolutions or recommendations. If you do not receive this, you should follow up via email (with Cory cc'd) to have recommendations in writing.
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Additional Notes

- MLCW will make **rounds to each site** over the next **three weeks** to deliver chemicals and confirm that all locations have **comfortable inventory levels**.
- Please ensure **accurate and timely submission** of chemical quantities to avoid stockouts or overordering.