

What to ask:

This list has been provided courtesy of **THE OFFSHORE GROUP**, to assist in beginning the search for the right Shelter company. There will be many more questions pertaining to your company's specific manufacturing requirements. This guide is not intended to be an all-inclusive list, but as a helpful prompt for issues through the investigative processes.

SHELTER COMPANY

	How long in business
	Ownership
	Primary Focus (i.e. start up, contract manufacturing, other)
	Services Offered
	Do they own real estate or lease/sublease

BUILDINGS

Existing Buildings

	Taxes, maintenance, insurance, who is responsible who pays
	What are these costs
	What is the term of the contract
	Air-conditioned or evaporative cooling? Heat?
	Available power? Existing transformers and size (KVA)?
	Locations
	Employee accessibility? Busing Costs?
	Clients currently in park(s)

New Buildings

	Shortest and longest terms available
	Construction Time
	Air conditioned or evaporative cooled?
	Locations
	Employee accessibility
	Busing Costs
	Clients currently in new buildings

SHELTER SERVICES

Human Resources

	Interview and selection
	Salaried pass-through or mark up
	How many staff members
	Medical (included? on-site?)
	In-house Coordinators
	Statistical Reports
	Payroll
	Labor issues
	Safety
	Location of above (in-house -offsite-outsourced)

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SHELTER SERVICES

CONTINUED

Logistics

	Warehousing/crossdocking
	Documentation
	Who is Importer of Record, Mexico/USA
	Freight consolidation issues
	Benchmarking information
	Legal Liability

Costs

	Shelter Fee
	Fee Basis: Fixed --- Labor Mark-up
	Is it based on payroll hours? Flat fee or manning table scale?
	Fixed
	Markup
	Labor
	Direct Laborers
	Indirects
	Managers
	Engineers
	Supervisors
	Technicians
	Office Personnel (Bi-lingual and non bi-lingual)
	Security - cost and who provides it

Purchasing

	Service for MRO?
	Costs: Pass-through or mark up?
	Raw Material?

Administration

	Who does taxes and gets permits?
	Cost included or pass through?
	What accounting services are provided, if any?
	Advice on NAFTA issues?
	Other clients in shelter, names, contact information
	Billing methods and frequency

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WORKFORCE

<input type="checkbox"/>	Availability
<input type="checkbox"/>	Education
<input type="checkbox"/>	Turnover Rates
<input type="checkbox"/>	Benefits
<input type="checkbox"/>	Wage Rates
<input type="checkbox"/>	Flexibility
<input type="checkbox"/>	Training

AREA - LOCATIONS

<input type="checkbox"/>	Distribution /access to US and other markets
<input type="checkbox"/>	What border cross city do they use:
<input type="checkbox"/>	Location Benefits
<input type="checkbox"/>	Relocation assistance for expatriates

OTHER

<input type="checkbox"/>	ISO CERTIFIED ?
<input type="checkbox"/>	Additional Services Outside Shelter Program
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
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OTHER