

In reference to ALL purchase orders (including samples and consignments) the following procedures must be followed, without exception.

- 1. Verbal orders will not be accepted.*
- 2. Purchase orders that are handwritten must be legible and any computer generated or typed PO that follow must be labeled "Confirmation Only"*

All Purchase Orders must include ALL of the following:

- 1. POs must be issued on company letterhead, or with some corporate identification*
- 2. POs must be generated from the company being billed (no third party billing will be accepted)*
- 3. A clearly indicated Authorized Signature and Purchase Order Number must accompany any order. No order will be processed without this identification.*
- 4. All PO's must be addressed to our company's address.*
- 5. V/P of Sales must approve any special terms outside the regular account terms before the PO is accepted.*
- 6. Any amendments to the PO must be written and authorized by the initiating company. No verbal amendments, amendments by Sales Reps, Dealers or Regional Sales Directors will be accepted.*

Lack of adherence to this policy will result in an unnecessary delay in order processing.