



1 - This purchase order number must be shown on all related invoices, shipping papers, transportation bills, packages, packing lists and correspondence.

2 - Invoices must be rendered in duplicate, showing supplier's trade and cash discounts, purchase order number, item number and part number.

3 - Invoice must show origin, destination and how shipment or delivery was made. Original shipping papers, if any, must be firmly attached.

4 - Any applicable transportation charges to be prepaid will be shown on face of purchase order, unless instructed otherwise. All such prepaid charges must be supported by the original receipted bill. No charges will be accepted for packing, handling or cartage, unless otherwise expressly agreed.

5 - A separate invoice must be rendered for each order and each shipment or delivery.

6 - No invoice shall be rendered against this Purchase Order until a firm price has been agreed upon, which must be accomplished (or done/performed/carried out) prior to substantial completion of this Order.

7 - A packing list must be included with each shipment against this order. Show Bill of Lading or Express Receipt Number and Purchase Order Number on all packages. Mark each container to show number of containers in shipment (such as 1 of 3). Attach packing list to number one container. Show the above purchase order number on all documents.

8 - No substitutions, changes or deletions are to be made against this order without written permission.

9 - Advise immediately of any shortage or delay in shipment.

10 - If any goods or service covered by this purchase order are subject to State and Local sales tax(es) or use tax(es), show your tax registration number(s) on invoice. Taxes payable by Buyer to Seller must be itemized separately on invoice.

11 - Discount on payment periods will start from date of receipt of Seller's invoice or date of receipt of material, whichever of such dates Purchaser elects.

12 - Rejections - The Purchaser shall reserve the right to reject at any time article(s) which contain defective material or workmanship or which do not conform to the specifications or samples revealed by inspection, analysis or manufacturing use after delivery. Even though such article(s) may have been previously inspected and accepted and notwithstanding prior payment to obtain cash discount. Such rejected article(s) may be returned at the Seller's risk and expense, at full invoice price plus transportation charges both ways. Such rejected article(s) are not to be replaced without written authorization

from the Purchaser. The Purchaser also reserves the right to decline to accept the material which is not shipped or delivered as promised.