

Corporate Headquarters
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EARLY, LATE AND OVER SHIPMENT POLICY

Dear Valued Supplier,

In order to control storage and inventory it is necessary to define the delivery parameters for TPM suppliers.

- Any shipment that arrives at TPM more than 5 working days early will not be received and will be returned to the supplier at the supplier's sole expense unless other arrangements are made with TPM purchasing prior to delivery.
- Any shipment arriving at TPM 3 working days after the expected receipt date will be considered late. This will be reflected on the supplier report card. A SCAR may be issued depending on the suppliers overall score on the supplier report card.
- Any over shipments will be returned to the supplier at the supplier's sole expense. Any changes to delivery amounts must be agreed to in advance by the TPM buyer, and the purchase order must be updated prior to shipment. No supplier has the authority to over ship without TPM's prior written approval.

Please do not hesitate to contact Roy Braddy 386-944-4130 if you have any questions. Thank you in advance for your cooperation.

Sincerely,

Roy Braddy

Purchasing Manager

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Joe Belloni

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