



525 S. Douglas St. Suite 100, El Segundo, CA 90245

Phone : (310) 607-8000 Fax : (310) 607-8001

E-Mail : bud@coppersmith.com

December 2017

To: Vendors of L.E. Coppersmith, Inc. dba Coppersmith Inc. dba Coppersmith Global Logistics

Re: Vendor Invoice Policy

Dear Valued Vendor,

We appreciate your working with us this year and trust that all shipments arranged during the year have been successfully processed and delivered. December 31 is our company's fiscal year end and we endeavour to have all of your service invoices satisfied timely to accurately close our business financial statements. To this end, we must implement the following Vendor Invoice Policy:

- All charges for services provided in 2017 must be presented **no later than January 31, 2018**.
- All International Agent handling or freight charges covering services provided in 2017 must be included in your January Settlement Statement.
- **Coppersmith will not accept invoices for services which occurred more than 60 days in the past.**

Coppersmith prides self on being able to satisfy our vendor invoices within approved terms. We too are a service provider and must be able to receive your bill and charge our customer on a timely basis. Invoices from you for charges that exceed 60 days past are difficult to collect and will not be accepted or paid. Please review your records to assure that all service charges are invoiced immediately upon fulfillment, to enable timely payment to you.

Please confirm your understanding and acceptance of this policy by confirming with your local branch contact, accounts payable, or myself via my email address above. Your business is important to us and we want to get you paid as soon as possible. Thank you for your service!

Sincerely,

Lew (Bud) Coppersmith II
Executive Vice President