



August 23, 2011

RE: Demmer Corporation's Purchasing Policy

This letter is to inform our valued Suppliers about Demmer Corporation's Purchasing Policy.

Demmer Corporation's Purchasing Policy requires that all orders have a purchase order number or a valid company credit card before shipment of the product and/or before rendering any services.

A packing slip is required with each shipment. Supplier packing slips and invoices must reference the purchase order number or indicate the purchase was made with a credit card. Invoices that are received without this information or with the word "VERBAL" will not be paid by Demmer Corporation and the invoice will be returned to the supplier.

Orders should not be accepted from anyone other than an authorized representative of the Demmer Corporation Purchasing Department (Buyer), including VERBAL's from a non-authorized source without a purchase order number or credit card number.

All orders must be delivered to the appropriate Demmer Corporation Shipping and Receiving Department and not to any other department or personnel.

If you have any questions regarding this policy, please contact me at (517)-321-3600.

Sincerely,

Matt Jones
Purchasing Manager