



December 7, 2009

RE: Demmer Corporation's Purchasing Policy

The 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 words VERBAL will not be paid by Demmer Corporation and then invoice will be returned to the supplier.

The following individuals are authorized representatives to procure goods & services on behalf of Demmer Corporation:

Penny Howe - Nate Southerling - Meg Hogg – Greta Marcussen
Chuck Fortino - Mark Richards - Matt Jones- Megan Burton –
Pam Rinas

Orders should not be accepted from anyone other than the above mentioned authorized representatives of Demmer Corporation including VERBAL's from a non-authorized source with out a purchase order number or credit card number.

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

If you have any questions regarding this policy, please contact me at (517) 703-3104.

Sincerely,

Matt Jones
Purchasing Manager