



17 Apr 2018

Dear Recipient,

Thank you for your choice of Recco Products as a supplier. We look forward to providing excellent service and products. Please make sure you include the following on your purchase order for a smooth order acceptance process:

- Name of your company (logo)
- Company address
- Purchase Order number
- Ship to address
- Shipping method
- Part number being ordered
- Your drawing if different than the part number
- Quantity
- Piece part pricing each
- Dock date

The purchase order needs to be a printable document emailed or faxed to sales@reccofilters.com or (269) 792-6396. Thank you again and we are excited about this new opportunity!

Sincerely,

Recco Products, Inc.