[DATE]

[COMPANY]

[STREET ADDRESS]

[CITY, STATE, ZIP]

To Whom It May Concern:

As a condition of your work or contract with or for CSS International, Inc., please provide your certificate of liability insurance. The certificate holder should read:

CSS International, Inc.

115 River Landing Drive

Charleston, SC 29492

The minimum required limits are as follows:

General Liability $1,000,000 Each Occurrence

$1,000,000 Personal & Advertising Injury

*Products & Completed Operations must be included.*

Automobile Liability $1,000,000 Combined Single Limit

Workers’ Compensation Statutory Limits

Employer’s Liability $500,000 Each Accident

$500,000 Disease – Each Employee

$500,000 Disease – Policy Limit

Umbrella Liability $1,000,000 Each Occurrence

$1,000,000 Aggregate

CSS International, Inc. should be included as *additional insured* with respect to general liability and automobile liability. A *waiver of subrogation* in favor of CSS International, Inc. should apply to general liability, automobile liability, and workers’ compensation & employer’s liability.

Please send your certificate of liability within thirty (30) days of receipt of this letter, or before commencement of work or contract, via post to the certificate holder address or by email to kirsten\_mack@cssus.com. Should you have any questions, please call 800.814.7705.

Sincerely,

Mike King

Chief Financial Officer

CSS International, Inc.