

Fumaco Inc.

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To: : **ALL FUMACO SALES OFFICE and PLANT 1& 2
STAFF**
FROM : **MANAGEMENT**
RE : **Conforme's / Purchase Orders**
DATE : **June 24, 2013**

Please be informed that effective immediately, all quotations with or without the 'conforme' of clients will no longer be processed at plant 2, if this is not accompanied by the formal Purchase Order of the client.

As a reminder, instruction was given by Mr. Chua himself that this procedure will no longer be allowed. But lately, it has been found that it is still being rampantly practiced, resulting in cancelled items already manufactured, fabricated and/or assembled. Our warehouse is currently (again) overflowing with cancelled orders resulting from this practice. Aside from this, a lot of time, effort, raw materials are wasted.

For your guidance and strict compliance.

FREDERICK A. CHUA

**C.C.: MR. LEONARDO CHUA
MR. KENDRICK CHUA**