

Fumaco inc.

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To: : **ALL FUMACO SALES OFFICE STAFF**
ALL FUMACO PLANT 2 SALES/CS STAFF
FROM : **MANAGEMENT**
RE : **Negotiations**
DATE : **December 02, 2015**

Please be reminded that **ALL** instructions/negotiations/requests/etc. with clients should **always** be written down in detail and signed by both parties. or emailed to sales@fumaco.com directly by the client. This is to prevent any future questions and finger pointing should a problem arise.

For your guidance and strict compliance.

MANAGEMENT