

FUMACO Inc.

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To: : **ALL FUMACO SALES STAFF**
FROM : **MANAGEMENT**
RE : **TIN of Clients**
DATE : **July 18, 2012**

Please be informed that effective immediately, all Sales Order Forms and/or Purchase Orders must indicate the Tax Identification Number (TIN) of the clients. Whether the company is VAT exempt or not, all companies still have TIN's. It is your responsibility to get the TIN. Otherwise, processing and invoicing can and will be delayed.

For your guidance and strict compliance.

MANAGEMENT