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November 21, 2016

Subject: Atlas Purchase Order Delivery Window

Dear Valued Supplier,

As the year rapidly approaches an end, The Atlas Group would like to take this opportunity to remind each of our suppliers that we have a delivery window policy that will be strictly enforced from this point forward.

The Atlas Group's Terms and Conditions dated 1-26-2016 govern all purchase orders issued by Atlas. The delivery window is no more than five days early and zero days late. Any deliveries made outside of this delivery window will result in the supplier receiving a negative delivery performance in their score card. Buyer reserves the right to return to Seller, at Seller's expense, all Goods received more than five (5) calendar days ahead of the required delivery date. Buyer also reserve the right, without loss of discount privileges, to pay invoices covering items shipped in advance of the schedule on the maturity date from the original date specified on the purchase order.

To prevent any mishaps, please make sure to coordinate any shipment outside of your scheduled delivery window with your Buyer prior to shipping. In the event Buyer accepts to take delivery of Goods earlier than designated on the purchase order, than a purchase order change order will need to be issued prior to shipment to ensure all dates align.

The Atlas Group would like to thank you for your hard work and support over the past year. It has been a very productive and successful year and we look forward to continuing our relationship into the future.

Happy Holidays!

Best Regards,

Curtis Sullivan
V.P. Supply Chain
The Atlas Group