

April 14, 2004

Dear Supplier:

TS Trim is experiencing a significant amount of accounts payable processing difficulties. A large portion of these difficulties is a result of incorrect invoicing.

The attached copy of TS Trim's invoice requirements clearly identifies the appropriate procedures for invoicing TS Trim for parts received from your company. These requirements must be met to make it possible for us to pay your invoices in a timely and accurate manner. **Please pay particular attention to:**

- 1) **Use of a Common Ship Reference Number.** Use a reference number that is the same on both the packing list and the corresponding invoice.
- 2) **One Shipment=One Packing List=One Invoice.** For **each shipment**, use only **one packing list**, and for each shipment, issue only **one invoice**.
- 3) **Use of Correct Purchase Order Number.** The correct purchase order number must appear on both the packing list and the corresponding invoice.

If you have any questions or require additional information, please contact your TS Trim Accounts Payable contact.

Very truly yours,

Kacy D. Jones, CPA
Accounting Manager

Allen Layne
Material Services, Parts Procurement Group, Manager

Enclosure