



Atrēum - Howell

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October 30, 2008

To: All Atrēum-Howell Suppliers

Re: Logistic Changes

Effective Monday October 20, 2008, Atrēum-Howell started managing the supplier logistics services without the second party, Centroid. Please continue to follow your supplier routings that have been set-up through Centroid unless directed differently by Atrēum-Howell Logistics Management. You may also refer to your Atrēum-Howell Production Supplier Guidelines- Document 15A-R001.

As an Atrēum-Howell Supplier, you have the responsibility to cancel your scheduled shipment to us and notify your Howell Materials Contact if you do not have product to ship due to not having product on release, quality issue, manufacturing issue, product not available, etc. Failure to do so will result in a supplier charge back for any dry-runs that may occur.

Also as an Atrēum-Howell Supplier, you have the responsibility to contact your Howell Materials Contact and schedule extra shipments if the release quantity exceeds or does not match the shipping day of your normal routing schedule.

Thank you for being a continued Atrēum-Howell supplier. Feel free to contact us with any questions or concerns.

Thank you,

A handwritten signature in cursive script that reads 'M. Smith'.

Missy Smith (Baldrige)
Shipping/Receiving/Warehouse/Service