



LORD Corporation
2000 West Grandview Blvd.
Erie, PA 16509-1029

SAMPLE Free Trade Classification Vendors Letter

DATE

Dear LORD Supplier:

LORD Corporation has a legal and ethical obligation to comply with U.S. laws and regulations governing the import and export of goods. These regulations are written in conjunction with over forty (40) U.S. government agencies.

In order to comply with these regulations, LORD Corporation requires its suppliers to provide the following **trade compliance information on the attached LORD Supplier Trade Classification Affidavit for each part number you supply to LORD. In addition, for products that are eligible for favorable treatment under a free trade agreement (such as NAFTA, Israel free trade agreement and Australian free trade agreement and GSP) LORD also requires a duly executed Certificate of Origin or similar document which provides the necessary information to substantiate such a claim.** Please note, however, that the various trade regulations and Free Trade Agreements referenced herein are complex. You may wish to seek advice from legal counsel or other customs/export experts as well.

Please review the attached **LORD Supplier Trade Classification Affidavit** that currently identifies products LORD purchases from your company. If the list provided is not a comprehensive listing of products sold to LORD, please add those items that were not pre-populated on the list. Review, complete and return duly signed originals of the LORD Supplier Trade Classification Affidavit and any Certificates of Origin or similar documentation pursuant to any of the Free Trade Agreements **by Date** to:

LORD Corporation
Attention: Rebecca McGrath
Sourcing Compliance Coordinator
2000 West Grandview Blvd.
Erie, PA 16509-1029

Remember, please add any missing part numbers (using LORD part numbers) and/or if you no longer supply a part listed, please indicate so to LORD on the LORD Supplier Product Listing so we may update our records. If any of the information you provide LORD changes, we require you to update us immediately (and send a revised affidavit) as changes may have significant impact on our products.

It is critical that your company comply fully with the requests contained in this communication. Failure to comply could result in action by LORD, which may include, but not limited to, seek reimbursement from your company for any fines, penalties or other costs incurred by LORD, which result from LORD's reliance on any inaccurate trade compliance data (including NAFTA information) provided by your company.

As a LORD supplier, your company agrees to maintain, and present to Customs or any other government agency upon request, documentation necessary to support the NAFTA Certificate of Origin, any other Free Trade certification or the Affidavit provided to LORD.

LORD appreciates your assistance with completing and returning one (1) duly signed LORD Supplier Trade Classification Affidavit **by Date**, and if it applies, one (1) duly signed original Certificate of Origin or similar certification required under the other applicable Free Trade Agreements. If you should have any questions regarding this request, please call Becky McGrath at 814.868.0924 extension 6832, or via e-mail at Rebecca_McGrath@lord.com. Thank you for your prompt attention to this important matter.

Sincerely,

Vic Venettozzi

Lynn A. Carmichael

Vic Venettozzi

Lynn A. Carmichael

Director, Global Purchasing
attch

Manager, Global Trade Compliance