



April 4, 2013

To Better Serve our Customers:

To improve response time for bidding, PO entering and follow-up we have implemented the following procedures:

RFQ's (request for quote) require email salesbid@airfasco.com and should include your Airfasco 5 digit customer code, Part Number, Quantity and Delivery requirements. Bids will be queued and customers with regular purchases will be given priority.

Purchase buy inquiries require email salesbuy@airfasco.com and should include Airfasco 5 digit customer code, Part Number, Quantity and Delivery requirements. Buys will be queued and customers with regular purchases will be given priority.

Purchase orders require email po@airfasco.com and should attach a .PDF copy of the purchase order and reference the Airfasco quotation number for review and written acknowledgment. Orders that are scheduled for "Scheduled, Split Shipments or Delayed Shipments" are subject to a 10% surcharge unless otherwise established at time of the original request for quote (RFQ) price quote.

Follow-up for order acknowledgments, tracking numbers or delivery information email follow-up@airfasco.com and please reference Part Number, Quantity and PO (purchase order number) with your request.

Telephone inquiries and bids will no longer be allowed or accepted.

Thank you for your continued business.