



Date: September 17, 2025

Dear Business Partner,

Considering current market conditions and recent changes affecting trade, logistics, and input costs, we are formalizing our pricing policy. Effective immediately, we will not accept any tariff-related price increases, surcharges, “market adjustments,” or similar add-ons on quoted materials, open proposals, or existing purchase orders unless and until the following are provided, reviewed, and approved in writing by us.

Required Documentation for Any Requested Adjustment

- i. Legal Basis
 - a. Formal reference to the specific law, regulation, or official government action driving the charge.
 - b. Include official documentation (e.g., government publication, regulatory notice) that is current and applicable to the product(s).
- ii. Rationale & Economic Justification
 - a. A clear explanation of the factors behind the change (e.g., trade policy updates, commodity shifts, logistics impacts).
 - b. Show how these factors directly affect the product(s) in question.
- iii. Supply Chain & Cost Path
 - a. Country of origin and intermediate transit points for each affected SKU.
 - b. A step-by-step outline of where and how the tariff/surcharge is applied along the supply chain and the resulting unit cost impact.
- iv. Implementation Timeline & Scope
 - a. Exact effective date, duration (if temporary), and whether additional adjustments are expected.
 - b. Affected SKUs, quantities, and order types (new POs only vs. existing).

Pricing Protection & Applicability

- Existing POs and accepted quotes remain firm unless an adjustment is documented as above and approved in writing by us.
- Any approved change will apply prospectively to future orders only, not retroactively.
- Blanket or percentage-only increases without itemized support will be rejected.

If a discussion would be helpful, please propose times for a call. Otherwise, submit any adjustment request as a single packet including the items above so we can review promptly.

Thank you for your cooperation and partnership.

Sincerely,

Mark Flavin

President