



901 East 8<sup>th</sup> Ave.  
Suite 100  
King of Prussia, PA 19406  
Ph.: (610) 337-5440 Fax (610) 337-5367

September 15, 2010

Supplier Name

Supplier Address

Supplier City, Supplier State, Supplier Zip

Subject: Electronic PO Transmission

To Sales Manager:

Pls complete the below document. The completed document may be returned as follows:

Mail:

901 E. 8th Ave,  
King of Prussia, PA 19406

Fax:

610-337-5637

E-Mail: [ckeen@philagear.com](mailto:ckeen@philagear.com)

We will continue to be following up on the completion and return of this document until it is done. Should you still refuse to complete and return we may need to consider your removal from our supplier base.

The purpose of this letter is to notify you that Philadelphia Gear Corporation (“PGC”) intends to commence issuing purchase orders to its suppliers in electronic form and to obtain your consent to transacting business electronically.

Commencing on July 17<sup>th</sup>, 2006, when PGC wishes to purchase goods or services from you, it will transmit a purchase order in portable document format (“PDF”) as an attachment to an e-mail to you at the e-mail address you provide below. In order to accept a purchase order, you will either:

(A) respond with an e-mail to the e-mail address listed on the Purchase Order stating that “Supplier Name” hereby acknowledges and accepts Philadelphia Gear Purchase Order Number(s) [*Insert Purchase Order number(s) /s/ [Insert Name and title of person accepting the order]*]” or

(B) print out the Purchase Order, sign it in space provided for acknowledgement and fax a copy to the fax number indicated on the Purchase Order addressed to the buyer who signed the Purchase Order.



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By executing this letter in the space provided below, you hereby consent and agree:

- (i) to transact business with PGC electronically as provided for herein;
- (ii) that the acknowledgement and acceptance of a purchase order by e-mail or by facsimile as provided for in this letter shall constitute the valid and binding obligation of “Supplier Name”.
- (iii) that an e-mail acknowledgement and acceptance of a purchase order addressed to PGC as provided for herein shall be deemed to have been validly signed by “Supplier Name”.
- (iv) that if you deliver goods or render service to PGC in response to a purchase order issued by PGC (including, without limitation a purchase order issued electronically as provided for herein) without acknowledging and accepting the purchase order as provided for herein, you shall be deemed to have accepted the purchase order; and
- (v) that acceptance by you of a purchase order issued by PGC (including, without limitation, a purchase order issued electronically as provided for herein) shall constitute acceptance of each and every term included within such purchase order.

If you are in agreement with the foregoing, please sign a copy of this letter in the space provided below and return it to the address above to the attention of:

Malcolm Steven  
VP of Commercial Services  
Philadelphia Gear Corporation

Thank you for your cooperation in this matter.

Sincerely,  
Philadelphia Gear Corporation

By: \_\_\_\_\_

Malcolm Steven  
VP of Commercial Services



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Accepted and Agreed:

*“Supplier Name”*

By: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_

E-Mail Address to which Purchase Orders may be sent:

\_\_\_\_\_  
(You may change this address by providing PGC with written notice of the new e-mail address)