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To: Vendors of L.E. Coppersmith, Inc. dba Coppersmith Inc. dba Coppersmith Global Logistics

Re: Vendor Invoice Policy

Dear Valued Vendor,

We appreciate your working with us this past year and trust that all shipments have now been successfully completed. December 31st was our company fiscal year end. In order to close our books accurately, we ask for your help to provide us all your invoices for services provided last year. We understand that not all service charges are always immediately available and additional invoices may be warranted, however, we must advise you of our year end vendor invoicing policy, as follows:

**Coppersmith will no longer accept invoices for services that occurred more than 60 days in the past.**

**Coppersmith's final settlement of last year's service charges will be March 30.**

Coppersmith prides itself on being able to satisfy vendor invoices within approved terms. As a service provider, we too must be able to bill our customers on a timely basis.

**Therefore our Policy for Vendor Invoices is:**

**Invoices for services that occurred over 60 days ago will no longer be accepted.**

Please review your records to assure that all service charges are invoiced immediately upon completion to allow for timely payment. Please also confirm your understanding of this policy by return email at: **[VendorInvoicePolicy@coppersmith.com](mailto:VendorInvoicePolicy@coppersmith.com)** or contact your local Coppersmith office with any questions.

Thank you for your service!

Sincerely,

Lew (Bud) Coppersmith II  
Executive Vice President