



300 Fibre Way  
P.O. Box 639  
Longview, WA 98632  
[longviewfibre.com](http://longviewfibre.com)

May 17, 2010

Dear Valued Supplier:

Over the years, Longview Fibre Paper and Packaging, Inc. ("Longview") has developed and enjoyed long-term relationships with many different suppliers. Longview's preference is to continue and grow business relationships with suppliers who bring value to us. As such, in order to continue to build value-added relationships, award business in support of those relationships, and provide timely payment for such business, Longview will enforce a few basic business practices.

Beginning June 1, 2010, all purchases made by Longview, regardless of content, must be documented in a valid Longview purchase order or supply agreement/contract. Also as of this date, Longview assumes no obligation to pay for any product, material or service not properly ordered by Longview Procurement via a purchase order or supply agreement/contract. Alternative ordering processes may only be used upon approval by Longview Procurement.

If your company is currently providing any product, material or service that is not covered by a Longview purchase order, contract, agreement or other Longview Procurement approved ordering process, it is imperative that you immediately engage your Longview contact to ensure that all proper authorizations and documentation are in place. Otherwise, any invoices submitted for unauthorized deliveries will not be paid.

In addition to the above information, Longview has implemented a new payment terms policy effective February 1, 2010. This means that all new supply agreements/contracts with Longview will contain one of the following payment terms (your choice):

- Net 60
- 1.5%/30 Net 60
- 2%/20 Net 60

Any questions concerning these practices and policy may be directed to the Longview Procurement associate supporting your account.

We look forward to continuing our valued relationship with your company.

Best regards,