

DATE: February 14th, 2018
RECIPIENTS: To All Groupe Lacasse U.S. Sales Representatives and Valued Customers
SUBJECT: ADDENDUM / **Terms & Conditions of Sales - ALL Groupe Lacasse Products**

Following the recent implementation of the North American freight industry's Electronic Logging Device combined with the increasing scarcity of truck drivers, we must **implement minimum order sizes and drop charges** for all new orders of Groupe Lacasse products **effective March 1st, 2018** as specified here below:

Lacasse, Nvision and Neocase Products:

- Minimum order size is \$2,000 net with a drop charge of \$150 net when not met.

Seating Products:

- Minimum order size is \$1,000 net with a drop charge of \$150 net when not met.

The above minimum order size and drop charge changes are effective March 1st, 2018 and apply to all Groupe Lacasse products sold in all markets/all regions.

This addendum prevails over any other information shown in current Groupe Lacasse PDFs and printed price books.

QUICK REMINDER FOR AVOIDING DROP CHARGES

By accumulating/combining different Groupe Lacasse products/collections/brands and purchase orders to meet the \$2,000 net minimum, and as long as all products/orders ship to the same destination/receiving location (ship-to), and are scheduled to be delivered the same week; **the drop charge will not apply.**

Special Delivery Requirements

Groupe Lacasse's delivered pricing provides for dock delivery during normal business hours (considered to be 8 am to 5 pm, Monday to Friday) to customer/end user** only. Additional delivery requirements such as lift gates, limited access sites, installations and weekend deliveries will incur an additional expense and will be the responsibility of the dealer. Requests for Special Delivery Requirements can often be accommodated but will result in extra fees and requests must be made at least 2-weeks in advance.

** Groupe Lacasse will accept, upon prior approval by Logistics and Customer Service departments, to make installation job site deliveries for a minimum of one half of a full truckload (1,200 ft³ / 33.98 m³); however, and in all cases, an unloading dock must be available to accommodate 53 ft. (16.15 m) trailers, and the address is also subject to approval. Unloading at destination is the sole responsibility of the purchaser. No waiting time will be possible; and if any is incurred, it will be invoiced to the purchaser.

Under no circumstances will Groupe Lacasse deliver goods in a residential area.

In closing, we truly appreciate the opportunity to serve you and hope that you will understand the necessity for these changes. We look forward to your positive response and continuing our successful business relationship for many more years to come.

If you have any questions, please do not hesitate to contact one of our dedicated Groupe Lacasse Customer Care agents.

GROUPE LACASSE