



March 22, 2006

Dear Vendor:

Please be advised that all requests for prints and drawings need to be **EMAILED**, if possible, to the Purchasing Agent that issued the purchase order to you. **PLEASE DO NOT USE FAX COPIES OF PRINTS FOR YOU ORDER.** Please do not go to the drawing room directly for prints. I have asked the drawing room to refuse all requests for prints from vendors and tell the vendor to contact their Purchasing Agent. This is the policy that has been in place and this letter to you serves as a reminder. If you do not have email capabilities and would like to have SUN help in your startup, please call me. If you have any questions on this letter, please contact me at 1-410-472-2900 x180.

Sincerely,

A handwritten signature in black ink that reads "Stephen W Toben". The signature is written in a cursive style with a horizontal line above the name.

Stephen Toben
Purchasing Manager