



Dear Sir or Madam:

RE: Contractor on Premises Procedures Manual

Found on this website is our **Contractor on Premises Procedures Manual**. Adherence to the policies and procedures contained herein is mandatory. A copy of this manual is to be physically on-site with your workers whenever services are being provided at one of our facilities. Failure to comply with any of the requirements contained herein will result in disciplinary actions.

Please forward a copy of this manual to the appropriate persons at your facility and have **this letter of acceptance signed and returned to me promptly** at the following address.

International Paper
34040 Union Camp Drive
Franklin, VA 23851
Attn: Theresa M. Lowe / Storeroom Manager / Purchasing

Signing this letter acknowledges your receipt and acceptance of the rules, regulations and procedures set forth by International Paper.

Thank you for giving this important matter your prompt attention.

Very truly yours,

Theresa M. Lowe
Storeroom Manager / Purchasing

Company Name

Signature of Senior
Management or Owner

Title

Date of
Acceptance