

EXCEPTIONS TO PURCHASE ORDER

Date:

To:

Dear

We are in receipt of your Purchase Order No. _____ dated _____ ,
(year).

We confirm acceptance of said order subject only to the following exceptions:

On exceptions noted, we shall assume you agree to same unless objection is received within ten (10) days of your receipt of this notice. We shall promptly ship such goods as are not subject to exception.

Thank you for your business and we trust you understand the reasons for the exceptions.

Very truly yours,
