



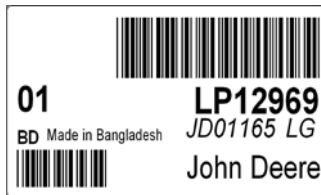
May 12, 2009

Dear Cary Francis Group, Inc. Vendor,

Effective May 31, 2009, Cary Francis Group, Inc. (CFG) is implementing a Warehouse Management System (WMS), which will require our product line to be bar-coded upon receipt. With the installation of this warehousing technology, to comply with client directive and industry trends, CFG will be able to achieve the highest level of warehouse operations, providing support to our internal departments and added service to our mutual customers. This collaboration includes internal staff (customer service, sales, accounting, IT), customers and vendors. We are requiring your cooperation by providing printed barcode labels and product application prior to shipping to our warehouse locations.

In an effort to expedite the installation of a total WMS, we have instituted the following requirements: as of **May 31, 2009**, the product shipping from your facility will need to comply with our specifications. We will provide a database for your reference to access individual barcode information, such as the item number, client name, country of origin and units per package. **If we do not receive the individual items bar-coded per all purchase orders issued for product, for the specific accounts listed below, on or after May 31, 2009, we will proceed to debit your account at a charge of \$.20 per piece/unit package to print and apply barcodes at our facility.**

#### Barcode Specifics:



1. Barcodes must be prepared in Code 39 format.
  2. Required information on barcode include; unique item number, country of origin\*, quantity per package and account name. (For John Deere product an additional LP number is needed)
  3. Labels must be maximum 1" x 2". Size variance will need to be approved prior.
  4. No particular font is required.
  5. Apparel and soft goods; place the label in the designated area on hangtags if used. Otherwise place the label on the lower right corner of the package.
  6. Hard goods; label placement will need to be on each product/backside/underside. Or carton/package if individually boxed or bagged in minimum quantities\*\*.
  7. Barcodes for new vendors must be pre-approved in advance of shipment. Fax to 414-421-4229, Attn: Tony or email [barcodecompliance@thecfg.com](mailto:barcodecompliance@thecfg.com). We will review your submission and provide a prompt reply.
- \* *Please note: If country of origin is missing from the database provided, please add the data prior to printing barcodes as this information is a known entity from manufacturer/vendor.*
- \*\* *Please note: If your product is bulk packaged per CFG instruction, placement must be on package/bag not individual unit.*

#### Barcode Software:

Software is necessary to produce the barcode as shown. It is simply a program that converts the letters and numbers to lines. We will make every effort to provide you with the information necessary for you to fulfill this obligation.

1. The software package we use is entitled *BarTender*, and can be found online for an economical price.
2. BarTender is the leading true Windows barcode label software program. This professional label design and barcode software tool has powerful features for compliance labels and integration with enterprise software.
3. As long as the Code 39 format is provided, any software program can be utilized.
3. The software supports numerous printer types. For a comprehensive printer list visit: <http://www.barcodestore.com/software/bartendr/printers.html>
4. Thermal-transfer printed labels are smudge resistant and insure that the barcode will be readable by scanner. Please contact us if you have any questions or concerns regarding equipment or software via [barcodecompliance@thecfg.com](mailto:barcodecompliance@thecfg.com)

#### Specific Account Database Availability

You may access barcode database information via the Cary Francis Group, Inc. website. This will be available as of May 15, 2009 - Go to <http://www.thecfg.com/pages/home.html> - Preferred Vendor tab; Barcode Database link. You will be prompted to login and provide an ID/Password to access the database.

Please email: [barcodecompliance@thecfg.com](mailto:barcodecompliance@thecfg.com) to receive your login.

The files will be in a standard excel format (version 2003) which should be adequate for download and use with your barcode program software. Refer to the CFG item number on the purchase order to sort for the item information needed on the account databases. We feel that by providing you with the database, the room for error is decreased, since no data entry is needed.

At this time product produced for the following CFG licenses will require bar-coding: **John Deere, Grainger, Cadillac, Case IH, GMC, Pontiac, PACCAR Financial, L&W, Peterbilt, Kenworth, Sears & CNH Financial.** We will keep you apprised of additions to this list. Purchase orders will state the requirement for your reference.

### Vendor Guideline Errors and Chargebacks

Cary Francis Group, Inc. will not bear the expense of correcting errors. Should an agreement be reached that you will print/apply barcodes and the product received does not comply; either missing the barcode or showing incorrect information from what was provided, CFG reserves the right to assess one of the following recourses;

1. Return the product to the vendor for correction
  - a. Vendor is required to issue a return authorization within 5 days of our request.
  - b. Any returns for correction will be shipped back freight collect and incoming freight will be charged back to the vendor.
2. CFG will print and apply barcodes to correct the error.
  - a. CFG will deduct a flat rate of \$.30 per item to correct the error.
  - b. For apparel and soft goods; if hangtags need to be replaced due to them being ruined by incorrect barcode application CFG will deduct the cost of the hangtags (\$.04 each), plus a flat rate of \$.30 per item to correct the error.
3. CFG reserves the right to have new product shipped at vendor expense should the barcode be unable to be covered by a corrected label or label removal deems the product unsuitable to sell.

Should you elect not to print or apply barcodes per our request by May 31, 2009;

1. CFG will print/apply barcodes and charge-back \$.20 per item/unit package.

In the event that your company is required to attach hangtags, hologram or size indication stickers, polybag items or any other special request; failure to do so will result in the deduction of any vendor agreed upon cost plus a per item charge-back of \$.30 per item to correct the error.

We require that you acknowledge receipt, understanding and acceptance of the communication in this letter by completing the form below. The completed information is required before you provide barcode labels.

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

Email Address \_\_\_\_\_

Barcode Printing \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable/Blank Good Supplier \_\_\_\_\_

Barcode Application \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Please return the information via mail, fax or email to:

Tony Burkart

Director Program Administration & Vendor Compliance

Direct phone: 414-304-6454

Fax: 414-421-4229

Email: [barcodecompliance@thecfg.com](mailto:barcodecompliance@thecfg.com)

Address: Cary Francis Group, Inc.

9935 South Oakwood Park Drive

PO Box 321050

Franklin, Wisconsin 53132-1050

Thank you for your prompt attention to this matter.

*Note: If you are a provider of **blank goods**, the barcode requirement does not apply. You can disregard the information if received. Please provide contact information and fax your document back to 414-421-4229, Attn: Tony and indicate **Not Applicable/Blank Good Supplier**, so that we can be certain to have you remain in our Preferred Vendor category.*