

To Our Most Valued Customer:

Thank you for your interest in placing an order with Daparak, Inc. For us to serve your needs as quickly as possible, please provide the following information:

- Bill-to address
- Ship-to address
- Purchasing contact, phone number & fax number
- Accounts Payable contact, phone number & fax number
- D&B number if applicable
- Bank references with phone & fax numbers
- Four current trade references with phone & fax numbers
- \* Copy of State tax-exempt certificate if applicable.

We appreciate your understanding. This information is used to bring your current account up to date or to open a new account with a 30 day line of credit.

\* Daparak is required by the State of Virginia to have a copy of tax-exempt certificates on file for all accounts we treat as tax exempt. Because of this law, no new accounts will be completed until the appropriate tax information is received.

Master Card, Visa and American Express are accepted if this is ever an option for your company.

We do appreciate your business and look forward to working with you in the future.

Sincerely,

Daparak, Inc.  
Accounts Receivables

**Chesapeake, VA Office**  
1224 Executive Blvd., Suite 108  
Chesapeake, Virginia 23320  
Phone: (757) 512-6428  
Fax: (757) 547-5855

**Raleigh, NC Office**  
4915 Waters Edge Drive, Suite 180  
Raleigh, North Carolina 27606  
Phone: (919) 792-3780  
Fax: (919) 859-4837

**Roanoke, VA Office**  
3233 Oakdale Road, SW  
Roanoke, Virginia 24018  
Phone: (540) 904-1062  
Fax: (540) 772-8086

**Charlotte, NC Office**  
9305 Monroe Road, Suite E  
Charlotte, North Carolina 28270  
Phone: (704) 323-7023  
Fax: (704) 845-4549