

September 22, 1975

COMPANY POLICY NO. 80-D

RETURN-DISPOSAL OR RECONDITIONING OF PLIBRICO MATERIALS

The purpose of this policy bulletin is to establish the procedure for:

1. Returning usable PLIBRICO products to the factory for restocking.
2. Returning unusable PLIBRICO products to the factory for reworking and restocking.
3. Disposing of unusable PLIBRICO products.

Every effort should be made to maintain fresh warehouse stock by proper storage rotation and to avoid a surplus of materials that have limited storage life.

Some PLIBRICO products can be reconditioned at the factory and brought back to initial condition. Other PLIBRICO products cannot be reconditioned and thus CANNOT BE RETURNED.

BEFORE RETURNING ANY MATERIALS

Before disposing of any materials or shipping any materials to the PLIBRICO Factory for reconditioning and/or restocking, contact the Chicago office. Credit cannot be issued unless the return is approved by Chicago.

PLASTIC FIREBRICK AND SOME RAMMING MIXES, usually can be returned for reconditioning or restocking.

C STABLE REFRACTORIES, CHEMICALLY BONDED MIXES AND CEMENTS, usually can not be reconditioned. They will be accepted for restocking only if in salable condition.

Special PLIBRICO products not normally warehoused are usually made to order at the factory. Because of their limited use they usually will not be accepted for reconditioning and/or restocking.

POLICY THAT WILL APPLY

Credit for returned material is subject to our verification of quality and quantity as received.

September 22, 1970

MATERIAL RETURNED FOR RECONDITIONING AND/OR RESTOCKING. When approved by the Chicago Office, the material should be returned to the designated PLIBRICO factory, FREIGHT PREPAID.

MATERIAL RETURNED FROM SALES OFFICE WAREHOUSE STOCK. Upon receipt and verification of the material, the Sales Office will be issued credit on our warehouse records. Where it is necessary to recondition or repackage the material, the sales office will be charged \$1.25/unit (carton or bag). In order to avoid undue expense to both the sales office and the Company, every effort should be made to recondition the material locally, and use it on contract jobs.

MATERIAL RETURNED BY CUSTOMER. Where a customer desires to return material and where the Sales Office involved agrees that the return of such material shall be permissible and a matter of sound business policy, and the COMPANY APPROVES THE RETURN, the Company will accept the return of such material at the designated PLIBRICO factory FREIGHT PREPAID.

Upon receipt and verification of the material, the PLIBRICO factory will issue a "receiving memorandum" to the sales office, indicating thereon the number of units, if any, that will require reconditioning, and/or repackaging. The reconditioning or repacking charge will be \$1.25 per unit (carton or bag). The sales office must then initiate the appropriate billing instructions through the Chicago office.

NOTE: Sales Office means PLIBRICO DISTRIBUTOR or COMPANY SALES OFFICE

PLIBRICO COMPANY

Dist. Group A
Tab 1