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**Adco & Laidlaw Products**

[www.adco-inc.com](http://www.adco-inc.com)  
[www.laidlawchemicals.com](http://www.laidlawchemicals.com)

To: Adco and Laidlaw Chemical Distributors

Date: June 5, 2008

Subject: Temporary Shipping Surcharge

As you have all noticed, for most of 2008, every invoice has included a "temporary shipping surcharge" of \$5.00. This extra charge has been an attempt to recoup some of the increases that we are seeing and paying to ship out your freight. As our delivery costs continue to rise, it is now apparent that we need to come up with something more realistic in order to deal with this issue.

Beginning on June 16, 2008, we will institute a fixed percentage "shipping surcharge" on every invoice based on the following net dollar amount of your purchase:

Under \$5,000 net.....	3%
\$5,001 to \$10,000.....	2%
\$10,001 and above.....	1%

Please understand that we will continue to do everything that we can in an effort to keep this surcharge from going up any further. We also understand from working with many of you, that you have also instituted similar surcharges to your own customers.

We appreciate all of the support that you give to our product lines and if you have any questions or concerns, do not hesitate to call any one of our representatives or me.

Sincerely,

Brent N. McWilliams  
BNM/rs

**Quality, Integrity & Dependability Since 1908**