



Dear Customer:

Hood Industries through one of our operating divisions Hood Distribution conducts business in numerous States and within those States are a further variety of Municipalities, Counties and various other taxing Districts in which we must collect as well as report and remit sales tax on the products that we sell. It is most likely that your business also conforms to a multitude of sales tax regulations and you are familiar with the complexities and increased cost that is required to fully maintain compliance within such a diverse set of laws and taxing regulations. Hood Industries is committed and strives to continue to remain fully compliant with all applicable sales tax regulations.

In an effort driven by both remaining compliant with sales tax regulations as well as informing our customers of all pertinent information involved with purchasing material from us we would like to announce the following to those Customers that represent themselves to us as having the authority to purchase on a sales tax exempt basis.

- **A valid sales tax exemption certificate applicable to the correct taxing location must be presented to us BEFORE material is purchased sales tax free.**
- **In the event that subsequent to the presentment of a sales tax exemption certificate we are informed by the appropriate taxing authority that said certificate is not valid/no longer valid we will immediately revoke your sales tax exempt status and subject to applicable regulations you will be held liable for sales tax that was not properly collected.**
- **In the event that a valid sales tax exemption certificate is presented to Hood Industries AFTER a purchase has occurred in which sales tax was charged and paid we will NOT remit the sales tax amount of such purchase back to the purchaser and you will have to contact your local taxing authority to seek a refund of the applicable sales tax.**
- **In the event that a valid sales tax exemption certificate is presented to Hood Industries AFTER a purchase has occurred in which sales tax was charged Hood Industries will NOT credit the original invoice and then issue a non-sales tax invoice.**

We would like to thank you for your understanding on this issue as we both continue to engage business in a difficult environment. Please be attentive to the fact that your local Hood Distribution location has no discretion in these matters and they will strive to assist you with any other matter that they can. Should you have any questions regarding this policy, please contact me directly.

Jay Goree  
Credit Manager  
601-296-4780