



To: Indirect Material Supplier of a Morgan Truck Body Order
From: Morgan Truck Body Customer
Subject: Labeling of Customer Supplied Materials going to Morgan Corporation

We are working with our truck body supplier, Morgan Corporation, to minimize late deliveries and are asking for your support in this important endeavor. One cause of late deliveries can be late or mislabeled customer supplied materials. Mislabeled materials can be lost or not properly matched to our body order at Morgan. In order to avoid this potential problem, we are asking you to label all orders shipped to Morgan plant locations as follows:

- Properly label all customer supplied material. The label should include:
 - Customer name (our name)
 - End user name (optional)
 - Morgan sales agreement number, supplied to you by us
 - Chassis serial number, supplied to you by us
 - Material vendor purchase order number with part description
 - The correct shipping address for the Morgan plant (attached, also provided on Morgan's web site)
- Morgan has supplied pre-printed material labels to be forwarded to you. If those labels have not been received, additional blank labels are available by visiting Morgan's website at <http://www.morgancorp.com/support/supplied-materials.php>
- If you supply Morgan with a stocking level of standard customer supplied materials (i.e. mud flaps, etc.), enter the word "stock" in place of the Morgan sales agreement number.

Thank you for your cooperation in managing the logistics of customer supplied materials. Together, we can ensure expeditious receipt of same resulting in delay free production of our body orders. Please contact your customer with any questions or call a Morgan Technical Sales Representative below with any questions.

NORTHEAST	1-866-284-6746
SOUTHEAST	1-866-500-6932
MIDWEST	1-866-672-9608
WEST	1-888-359-4203
SOUTHWEST	1-800-767-7654

Jackey Lin
Vice President, Materials & Logistics