



## Supplier Invoicing Instructions for Tooling

All invoices that conform to the following requirements will be processed for payment:

- 1.) Invoice must clearly reference the applicable CPK P.O. number.
- 2.) In the body of the invoice, the CPK tool number and tool description must be listed showing the amount billed per line item.
- 3.) Invoices must conform to the terms of the P.O.
- 4.) If the P.O. terms allow for progress billings (i.e. 25% P.O., 50% 1<sup>st</sup> shots, 25% PPAP all net 30), the invoice must reference the term and percentage being billed.
- 5.) Before final tool payment is processed, tools must be properly tagged and photographed per OEM requirements and the photographs must be on file with CPK Program Management.

Any invoice that does not meet these requirements will be rejected and not paid until resubmitted with necessary corrections made.

**SEE EXAMPLE NEXT PAGE:**

# INVOICE

Invoice Number: 25143T  
 Invoice Date: Feb 21, 2011  
 Page: 1

Brownstone Plastics LLC  
 18703 Dix-Toledo Rd.  
 Brownstown Township, MI 48193  
 United States  
 Voice: (734) 287-7200  
 Fax: (734) 287-7239

**CPK P.O. NUMBER**

**Bill To:**  
 CpK Interior Products - Tooling Group  
 128 Peter Street  
 P.O. Box 300  
 Port Hope, Ontario L1A 3W4  
 Canada

**Ship to:**  
 Attn: Mark Schatz  
 128 Peter Street  
 Port Hope, Ontario L1A 3W4  
 Canada

|                        |                        |                      |                 |
|------------------------|------------------------|----------------------|-----------------|
| <b>Customer ID</b>     | <b>Customer PO</b>     | <b>Payment Terms</b> |                 |
| C056                   | 500804                 | Net 30 Days          |                 |
| <b>Supplier Number</b> | <b>Shipping Method</b> | <b>Ship Date</b>     | <b>Due Date</b> |
| TIM140                 |                        |                      | 3/23/11         |

| Quantity               | Item | Description   | Unit Price | Amount          |
|------------------------|------|---|------------|-----------------|
| 25                     |      | 25% PPAP<br>@@70211F009<br>Assy Fixture - Cupholder Fingers<br>Project: 70211040<br>Req Num: 239500090-01 | 45.00000   | 1,125.00        |
| 25                     |      | @@70211F010<br>Cupholder Subassembly<br>Project: 70211040<br>Req Num: 239500090-02                        | 75.00000   | 1,875.00        |
| 25                     |      | @@70211F032<br>Assy Fixture - Latch Subassembly<br>Project: 70211040<br>Req Num: 239500090-03             |            | 937.50          |
| 25                     |      | @@70211G024<br>Gage - Shifter Slider Bracket w/Bin<br>Project: 70211040<br>Req Num: 239500090-05          | 47.75000   | 1,193.75        |
| Subtotal               |      |   |            | 5,131.25        |
| Sales Tax              |      |   |            |                 |
| Total Invoice Amount   |      |   |            | 5,131.25        |
| Payment/Credit Applied |      |   |            |                 |
| <b>TOTAL</b>           |      |   |            | <b>5,131.25</b> |

**CPK TERMS/PERCENT**

**CPK TOOL NUMBER**

**EACH TOOL BILLED LISTED SEPERATE**

RETURNS: If any goods are believed to be defective, Customer shall not return the goods or modify the product in any way, but shall notify Timco, LLC immediately for further instructions. Before returning any products, Customer must obtain Timco, LLC written material return authorization and instructions for freight carrier.