



Memo

To: JCM Global Customers
From: David C. Kubajak – Vice President of Operations
CC: JCM Global Sales and Customer Service
Date: December 7th, 2015
Re: JCM Global - \$250 Minimum Order Policy

In an effort to manage costs in a challenging global business environment, JCM Global adopted a \$250 minimum order policy in effect since August 6th, 2007. This policy supports our ongoing efforts to reduce administrative and processing costs associated with order fulfillment on Unit and Service Parts orders.

In order to maintain and simplify these cost containment efforts, JCM has expanded and updated our list of Authorized JCM Global Distributor and Service Center partners. These partners will assist any JCM customers who require a more local level of support or the ability to process smaller orders as needed.

Please use the following hyperlink to find the best option to fulfill your needs:

<http://am-en.jcmglobal.com/contact-us/distributors-service-centers/>

We appreciate your continued support and we pledge to continue to provide you with quality regional support and service to meet your growing business needs.

Regards,

David C. Kubajak

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Vice President – Operations

JCM Global Corporation