



Sales Bulletin

To: Sutphen Sales Representatives

From: Zach Rudy

Date: 12/15/2023

RE: Sutphen Proposal Cover Page Template
Sutphen Purchase Agreement Template

Revision: **REVISED STANDARD PROPOSAL COVER PAGE AND SUTPHEN PURCHASE AGREEMENT

Effective January 1, 2024, the attached Sutphen Proposal Cover Page and Sutphen Purchase Agreement is the only accepted Proposal Page and Sutphen Contract we will accept with new orders. If a Purchase Order is submitted, then the Proposal Page must be referenced in the Purchase Order. **Every truck order submitted must have the Proposal Page, as presented to the customer, as well as the Sutphen Purchase Agreement and/or Purchase Order for Sutphen to accept the order.** We understand you may need to modify the body text to cover items like multi-units, discounts, etc., however the proposal page must include the following pertinent information:

- "TO" Field
- Date
- Product Description
- Price
- Delivery Time (be sure to reference the Delivery Times to Quote document at time of proposal)
- Proposal Duration (how long the proposal is valid for)
- The clause that states we reserve the right to extend/withdraw/modify our proposal, as well as the items we may modify (price, delivery time, prepayment discounts).
- Terms and Conditions on back

Barring extenuating circumstances, as described below, we will keep our proposals valid for **no more than 30 days**. We understand this may not always be feasible and unless a price increase is eminent, the pricing will not change.

If you need to keep a proposal valid for longer than 30 days, you must communicate with your Sales Territory Manager. Additionally, if your proposal is quoted longer than 30 days, you are responsible for communicating any potential changes to previously quoted delivery times and/or pricing to the customer.

Please feel free to add your company logo in the bottom right as well as your cell phone or office phone number. To ensure the purchaser makes the purchase order out to Sutphen Corporation, please utilize the Sutphen logo at the top of your proposal page and the Sutphen address at the bottom.

The Sutphen Proposal Cover Page and Purchase Agreement will be on the dealer portal.