



Standard Motor Products, Inc.
Independence, Kansas

Dear Supplier,

It is the policy of STANDARD MOTOR PRODUCTS – Independence that we receive confirmation from our suppliers that they have reviewed our Purchase Order Terms & Conditions on our website www.smpcorp.com.

Please complete the short statement at the bottom of this letter. **After signing this statement, please return your response to Purchasing Department, 1300 West Oak, PO Box 788, Independence, Kansas 67301 or Fax at (620) 331-2351 or (620) 331-1422**

Thank you in advance for your timely response,

Materials Manager

Acknowledgement of Terms and Conditions

I understand those copies of STANDARD MOTOR PRODUCTS – Independence, terms and conditions are not included with individual purchase orders. I agree to maintain a copy of STANDARD MOTOR PRODUCTS – Independence, terms and conditions on file for my reference.

Please print the following information:

Name: _____

Title: _____

Phone: _____ Email: _____

FAX: _____

Signed: _____ Date: _____

We appreciate your cooperation!