Special Inventory Purchase Notification

Dear Customer, Date _____

This is to inform you that your company has requested Massco, Inc to purchase an item for distribution to you that we do not normally stock.

Please be aware that while your account Sales Representative has chosen to take liability for the purchase of the requested item(s), your company could still be responsible for inbound freight charges should it be needed urgently.

We also would like to share with you that while we intend to efficiently process your request, should you return the item(s) ordered there may be applicable restock fees and freight charges if we are able to initiate a return to the manufacturer.

ITEM # YOU ORDERED _____
DESCRIPTION _____
QUANTITY & U/M _____
MASSCO SALES ORDER _____
YOUR PURCHASE ORDER _____

You can contact our Customer Service Department at _____ in _____ if you need further assistance with your order.

Sincerely,
Massco, Inc. Staff