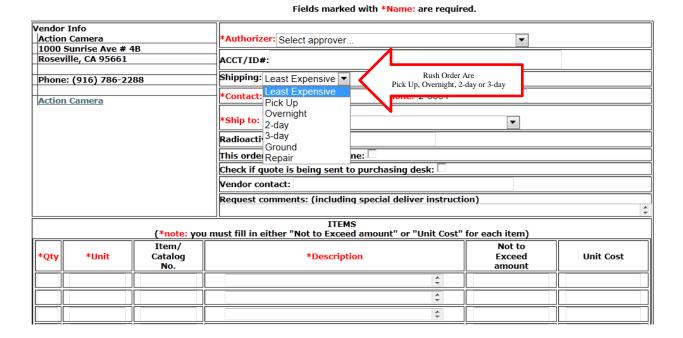
## ALL RUSH ORDERS will incur any Rush & Special Handling Fees that are applied.

It is BFTV practice to process orders as quickly as possible, and I would like to respectfully request your assistance in minimizing these requests. We realize the need to obtain goods and services promptly and we do everything within our power to meet your expectations. Orders, in general, are processed on a first-in-first-out basis. Exceptions usually delay orders that were submitted in a timely manner by individuals that planned ahead. Your understanding and cooperation is truly appreciated.

## In BFTV OPS:



## O:\Cluster All\Policies and Procedures\Procedures\Buy\RUSH orders

