



To Our Valued Customer:

The Farley Company, a RelaDyne Company, is pleased to announce that **in early June 2022, we will be transitioning to our company-wide Invoicing and Accounting system, Sage-DM2.** This system is being used by all RelaDyne locations throughout the country, and is specifically designed for handling petroleum products distribution, billing, inventory and purchasing transactions.

There will be subtle changes to our delivery paperwork, invoices, and minor process changes that we desire to make you aware of. Additionally, there will be some positive new features coming soon, such as the ability to place your orders and manage your account online, that you will be able to take advantage of. I can assure you that none of these changes will have an effect on the level of service that our company commits to provide for your company.

The purpose of this letter is to provide you with details of the changes you will see starting with our deliveries in early June 2022. **The following pages contain specific information related to your account with us.** Please review and contact AR.Remittance.CIN@reladyne.com with any questions or concerns.

Information in this document can be accessed online at info.reladyne.com/farley

Thank you for working with us as we implement these very important changes and enhancements to our system. We will do our absolute best to mitigate as many distractions and issues as possible during the changeover.

If you have any other questions or concerns, please contact your sales representative or a branch leader at one of the contact methods below.

We sincerely thank you for your business, and your commitment to RelaDyne!

Chris Lasso
Regional Vice President
Chris.Lasso@reladyne.com
Office: 847-979-5756

Mark Lippucci
Operations Manager
Mark.Lippucci@RelaDyne.com
Phone: 330-673-8800

Alex Pore
Area Business Manager
Alex.Pore@RelaDyne.com
Phone: 614-352-4618

Important Information

NAME CHANGE:

The Farley Company will be operating as

Four O Corporation

Please update your system accordingly.

To access the new W9 document, visit

info.reladyne.com/farley

NEW REMIT TO ADDRESS:

Four O Corporation

PO BOX 645333

Cincinnati, OH 45264-5333

All future payments should be mailed to this address.

ELECTRONIC PAYMENTS:

We offer the option to make payment via ACH/Wire. Should you be interested in using this method of payment, please reference our banking and remittance details below.

Account Name: Four O Corporation (dba RelaDyne)

ABA: 123000848

Account Number: 153911072699

Swift Code: USB5US44IM

Please send Remittance Detail via email to:

AR.Remittance.CIN@reladyne.com

ITEM CODES / DESCRIPTIONS:

All of our products will have new product numbers and product descriptions. The same great products are still offered and available.

Brand Transition: RelaDyne, The Farley Company, is making the switch from FIVE STAR to RelaDyne's automotive brand, DuraMAX, and heavy-duty and industrial brand, Drydene. RelaDyne's exclusive-owned brands will offer all the same great products, pricing, logistics, distribution, and other benefits you've come to rely on as a RelaDyne customer. Visit info.reladyne.com/farley for more details.

ORDERS AND DELIVERIES:

Walk-In Orders Policy Change (Effective 6/6/22): Walk-in orders will no longer be accepted. Pick-Up Hours will be from 7:00 AM – 1:00 PM. All orders must be called in advance at least 2 hours prior to arrival.

Delivery Promise Expectations (Effective 6/6/22): Orders received at RelaDyne Customer Service by 2:00 PM will deliver within 48 hours. Emergencies will be handled as they have been historically at The Farley Company. This policy change allows RelaDyne to service all customers at the highest levels possible.

DELIVERY TICKETS/INVOICE PROCESS:

Our new system uses a delivery ticket/invoice process similar to what we are using today so you should not see much, if any, difference to our process.

All customers will receive a delivery ticket at the time of delivery. This delivery ticket will list all items and the quantities being delivered. Any adjustments or corrections will be noted on all copies of the delivery ticket, one copy will be left with our customer, and a signed copy will be brought back with our driver.

The next day, our office personnel will make any needed changes, finalize the orders, and create invoices. These **invoices will be sent via your preferred method of delivery (e-mail, fax, mail).**

While this is the standard process in our system, we do have some limited flexibility to accommodate your specific needs. Please contact your assigned sales representative with any concerns.

INVOICE DELIVERY:


Our new system has the capability of sending invoices via email or fax. If you would like to utilize this new feature, please email your information to AR.Remittance.CIN@reladyne.com. For those of you currently receiving invoices via email you will continue to receive them via this method, but they will come from a different email address.

The new incoming email address for invoices will be: reladyne.accounting.CIN@reladyne.com

Please add this email address to your white list (list of authorized senders) in your email system to make sure it is not blocked or sent to your junk folder.

Sample Delivery Ticket

Page 1 of 1



DELIVERY TICKET

KENT WAREHOUSE
4411 CRYSTAL PKWY
KENT, OH 44240
Phone: (330) 673-8800

Order Number: **TEST001-IN**
Order Date: 05/09/2022
Salesperson: [Redacted]
Cust Serv Rep: [Redacted]


Sold To: **12-0060539** (NEW ACCOUNT NUMBER)
Ship To: 1000 (SHIP-TO ADDRESS)
Delivery Zone: ZONE 3

Customer P.O. # 84915 (CUSTOMER PURCHASE ORDER)
Ship Date: 5/12/2022

| Customer P.O. | Truck | Driver | Terms | Whse | Buyback # |
|---------------|---------|--------|-------------|------|-----------|
| PO# 84915 | 121399A | 55 | NET 30 DAYS | D60 | |

| HM | Description | Item # | Supplier # | UOM | Ordered | Shipped | BackOrder |
|----|-------------|--------|------------|-----|---------|---------|-----------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Page 1 of 1



INVOICE

Invoice Number: **TEST001-IN**
Invoice Date: 05/19/2022
Invoice Due Date: 06/18/2022
Order Number: TEST001

Remit Payment to: **Four O Corporation**
PO Box 645333
Cincinnati, OH 45264-5333
Phone: (513) 941-2800 Fax: (513) 467-3486 (NEW REMIT TO ADDRESS)

Payments not received by the due date will be assessed interest at a rate of 1.50% per month.

Customer P.O. # 84915 (CUSTOMER PURCHASE ORDER)
Warehouse D60
Truck 121399A
Driver [Redacted]
Terms NET 30 DAYS (PAYMENT TERMS)

| Item Description | Item Number | Supplier# | UOM | Ordered | Shipped | BackOrder | Unit Price | Amount |
|------------------|-------------|-----------|-----|---------|---------|-----------|------------|--------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Customer Signature
Print Customer Name
Driver Signature
of Drums Returned

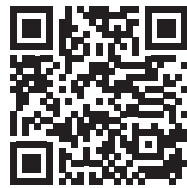
EMERGENCY RESPONSE: 1-800-535-5053 (INFO-TRA)
IN CASE OF FIRE, SPILLS, LEAKS OR ACCIDENT WITH
HAZARDOUS MATERIALS DURING DELIVERY.

INVOICE TOTALS

| | |
|-----------------------|-----------------|
| Net Invoice: | 2,754.70 |
| Fuel Surcharge: | 2.63 |
| Handling Fee: | 19.95 |
| Sales Tax: | 0.00 |
| Invoice Total: | 2,777.28 |

Save Time!
nt, place orders, access signed delivery tickets, and more!
n up today at my.RelaDyne.com

Sample Invoice



**Access this info and more at:
info.reladyne.com/farley**

Access your Account online at:

my.reladyne.com ▶