



November 07, 2008

Dear ESA, Fort Worth Operations Supplier:

As the holiday season approaches, the ESA Fort Worth Operations (ESA) team appreciates the great effort, quality performance, and cooperative relationship between our companies.

Like many of you, we at ESA will be observing the Holiday season, as such, will be closing our Receiving Dock effective 11:00 AM December 19, 2008 and reopening 7:00 AM January 05, 2009.

In order to ensure minimal amount of material in the freight carriers procession and the potential for lost or damaged shipments, we recommend your company limit the amount of shipments processed prior to or during the shut down period. ESA will not be open to accept or receive material during the scheduled shutdown period, except only in an emergency. Therefore, UPS and Fed-ex accounts will be notified and other freight carriers will not be granted access to the facilities.

Shipments of material that are determined to be early (without prior approval or greater than Purchase Order tolerances for days early) will be refused and returned without notification and at supplier expense.

As we close in on the completion of another year, we take time to remind our Suppliers that ESA operates with integrity and ethical business practices. ESA provides a Hotline phone number to report potential ethics matters. The ESA Ethics Hotline is (866) 858-4327 We ask your support in communicating our policy and the contents of this letter to your employees and representatives.

On behalf of the entire ESA Fort Worth Operations team, we extend our sincere best wishes to you, your employees and their families during the holiday season and in the New Year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bryant Underwood', with a long horizontal line extending to the right.

Bryant Underwood
Director of Supply Chain Management
ESA Fort Worth Operations