

This purchase order is issued subject to acceptance of Keystone Shipping Co.'s standard terms and conditions, a copy of which is available at [www.keyship.com](http://www.keyship.com) and click Documents and Forms.

IMPORTANT Mark All Packages and Papers with contract and/or order numbers.

#### FREIGHT/SHIPPING CHANGES

All freight/shipping charges require support documentation. Lack of support documentation will delay remittance of payment. Mark-up on freight/shipping charges will not be accepted.

#### ENVIRONMENTAL

Keystone is committed to environmental stewardship. as an approved vendor, we ask our suppliers to strive to reduce waste in their company operation, and to package our orders in a safe and environmentally sensitive manner.

In accordance with the EPA requirements of 2008, do not supply any cleaners and/or detergents for any purpose containing phosphates to our vessels. Only phosphate free and non-toxic soaps and detergents should be supplied.

#### TRAVEL & TRAVEL RELATED EXPENSES

Lodging (+ taxes), meals shall be reimbursed up to the government rate for the city traveled. Use of personal vehicle shall be reimbursed at the government rate. Automobile rental, if required, shall be reimbursed for a compact or intermediate size car only. Please refer to: [www.gsa.gov/perdiemfaq](http://www.gsa.gov/perdiemfaq) to verify current per diem rates.

Provide receipts to document travel expenses, hotel, etc. and individual time sheets with invoice upon completion of repairs. A change order will be issued to reflect the final invoice.

When rendering your invoice on time and material repair work, please itemize your charges for parts/material, straight time labor, overtime labor, if any, and travel expenses. Mark-ups on travel and living expenses (i.e., transportation, meals, lodging, etc.) will not be accepted. All invoices are to have receipts, etc. for travel costs attached in order to receive reimbursement. Lack of this documentation will delay remittance of payment.

Note 1: Materials being delivered which require a material safety data sheet will not be accepted without (MSDS) included with delivery.

Note 2: Changes to this purchase order unit prices, terms, and/or scope of work must be documented by issuing a change order to this original purchase order.

Note 3: Keystone Shipping Co. is certified to the standard of the ISM code, ISO 9000 and ISO 14001. Safety in all phases of our operations is our primary business objective - no harm to persons and no harm to the environment. Keystone's various policies and procedures relative to safety, quality, and the environment support our primary business objective.

As an approved contractor, your representatives aboard will be expected to conduct themselves in a safe and professional manner, and will, at the direction of the vessel representatives, be required to perform their work in a manner consistent with our policies.