



Miami, December 20th, 2017

SHIPPING LETTER INSTRUCTIONS

We hereby inform all of our clients that in order to maintain and provide you with excellent service according to your needs, the following policy for receiving shipping instructions will go into effect as of January 1, 2018:

1. Shipping instructions received by 1:30pm (Miami local time) will be processed the same day for the next available flight. Flight space is subject to airline availability.
2. Shipping instructions received after 1:30pm (Miami local time) will be processed the next day, within the next 24 hours of reception for the next available flight. Flight space is subject to airline availability.
3. An express service will be offered for shipping instructions received after 1:30pm (Miami local time) that need to be processed the same day for the next available flight. This service will be available for an express service fee. Flight space is subject to airline availability.

We look forward to your valued and continued Support.

Cordially,

A handwritten signature in black ink, appearing to read 'Cristian Jaramillo', written in a cursive style.

Cristian Jaramillo
PRIME LOGISTICS