



Policy Bulletin 20251002-1      October 2, 2025

To: All Spanguard employees, representatives and customers.

Subject: Policy 251002-1, regarding Minimum order.

Please note:

Effective immediately,

From this date and going forward, all orders for less than \$100.00 US must be purchased with a credit card. In addition, a 10% processing fee is to be added to the net value of the goods being purchased.

A handwritten signature in black ink, appearing to read "Richard Warriner".

Richard Warriner, Vice President.