

Purchase Order Terms and Conditions dated 6/2007 rev. 11/2008

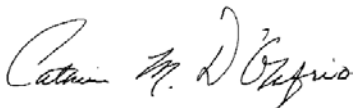
Dear Valued Supplier:

CemcoLift as an affiliate of Otis Elevator Company ("Otis") has updated and standardized our purchase order terms and conditions (PO T's & C's) and we are writing to distribute the document to each of our valued suppliers. As with many organizations today, we are making the PO T's and C's available to each of our suppliers online. This is an environmentally-sensitive and economical way to distribute this document. The PO T's and C's are located at www.otis.com (go to "Otis Worldwide" at top left; click on "U.S. / English"; click on "Information for Suppliers" at bottom right; click on "U.S. Terms and Conditions"). If you would prefer to receive a hard copy of the PO T's and C's, please call 1- 866-384-2152 to make this request, and we will be happy to mail you a copy.

If your organization currently has a signed existing supplier contract with CemcoLift/Otis (such as a Supplier Letter Agreement or Preferred Supplier Agreement) that includes terms and conditions, the PO T's and C's may not apply to you at this time for those purchases covered by the existing contract. For any purchases made through the issuance of a purchase order, without another governing supplier contract, the PO T's and C's will apply. We recommend that you review the PO T's and C's periodically as they may be updated from time to time. We have discontinued the use of pre-printed terms and conditions on the back of purchase orders; however, if you happen to receive a purchase order containing the pre-printed terms and conditions, be advised that they are completely superseded by the PO T's & C's.

Please accept and convey our best wishes to everyone in your organization. CemcoLift recognizes that our suppliers are important to the success of our company. Your continuing support is truly appreciated.

Sincerely,



Chris Lockner
Materials Manager
CemcoLift

