



KaMin LLC
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May 1, 2023

To Our Customers:

New Change Order Fee Schedule effective May 15, 2023.

KaMin is making the following updates to our North America Change Order Policy. These changes are necessary to balance customer needs and supply high-quality products in the most cost-effective and sustainable way.

Kamin continues to operate as a make-to-order business that requires careful planning to ensure we have material available to produce the specialized products our customers require. Order changes received within the change window impact the overall efficiency of the operation resulting in wasted crude, discarded product, wasted energy, and increased cost. These changes also impact our logistics partners and suppliers driving increases in supply chain and reduced availability of equipment needed to serve our customer base. We understand that customer's needs can change; however, these policies are necessary to ensure we can effectively manage our business.

Thank you for your business. We look forward to serving you. Our Customer Solutions Specialists are available to answer any questions you may have.

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**North America Change Order
 Fee Schedule
 Effective May 15, 2023**

The Change Order Fees apply to orders based on product type and confirmed ship date. North America Orders include shipments to US, Canada and Mexico.

HYDROUS PRODUCTS: Change fees apply to order changes made within 14 days of a confirmed ship date.

CALCINED PRODUCTS: Change fees apply to order changes made within 21 days of a confirmed ship date.

Change Type	Description	Fee Structure based on Confirmed Ship Date by Product Type	Change Order Fee Schedule
Expedite shipment	Order placed with requested ship date inside lead team.	<ul style="list-style-type: none"> • 25% surcharge fee material • Subject to availability and approval 	No change Order Fee
Order Advancement	Request to improve the ship date of an existing order.	<ul style="list-style-type: none"> • 20% surcharge fee • Subject to availability and approval 	\$250 Change Order Fee per order
Order Cancellation	Order cancelled within the change window.	<ul style="list-style-type: none"> • 15% cancellation fee if product has not been produced • 35% cancellation fee if product has been produced 	\$250 Change Order Fee per order
Increase in Qty Ordered	Request to increase quantity of an existing order.	<ul style="list-style-type: none"> • 10% surcharge on the added material • Subject to availability and approval 	\$250 Change Order Fee
Decrease in Qty Ordered	Request to decrease the quantity of an existing order.	<ul style="list-style-type: none"> • 15% fee if product has not been produced • 35% restocking fee if product has been produced 	\$250 Change Order Fee
Delayed shipment	Order requested to move out	<ul style="list-style-type: none"> • \$75 per day per truckload warehousing fee until new ship date if product has been produced <ul style="list-style-type: none"> ○ Subject to approval • 10% change fee if product has not been produced 	\$250 Change Order Fee

All fees and surcharges are based on the value of the product.