

# *Procter&Gamble*

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*The Procter and Gamble Company  
General Offices  
2 Procter & Gamble Plaza, Cincinnati, Ohio 45201*

Dear Supplier:

You are receiving this letter in an effort to request your assistance to improve the quality and efficiency of our invoice payment process.

As part of our work process, we scan all the invoices we receive, so they can be processed using an electronic image. When invoice paper of poor scanning quality is used (ie colored paper, gray hatch marks, etc), it results in a very shadowy and even undistinguishable image of your bill. Also, if the invoice details are printed very close to the edge, or if the printing is very faded, this also causes scanning issues as well. This normally causes significant delays in our process and might be the reason for a late payment.

We kindly request you help in our invoice quality initiative:

- ⇒ If your company uses lightly colored ink, please consider using black or darker ink.
- ⇒ If you company sends invoice copies, or uses thinner grade paper, please consider sending the original, or use a thicker grade of paper.
- ⇒ Please use font sizes no smaller than "6"

Thank you in advance for your prompt attention to this matter.

Best regards,  
Procter & Gamble  
Accounts Payable Department.