



Clipper Windpower, Inc.
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BILLING AND SHIPPING REQUIREMENTS

Please read carefully and adhere to the following guidelines to assure timely payments.

- Packing list must be included with the product shipment
- Packing List and invoice must include:
 - Vendor Name
 - Vendor Packing List Number
 - Clipper Purchase Order (PO) Number
 - Clipper Part Number
 - Quantity with unit of measure
 - Lot and Serial Numbers by item
- Inspection Reports must be included with the product shipment as required by the purchase order
- Certificate of Compliance must be included with the product shipment as required by the purchase order
- Each PO product and quantity must be shipped in a separate box with its own paperwork (i.e. do not mix multiple PO's in the same box)
- Should a PO provide for multiple part numbers, each part number should be shipped in a separate box with its own paperwork
- Mark all boxes externally with the vendor name, the Clipper PO number, part number, and quantity
- If more than one box is shipped, please label them as "Box 1 of 5", "Box 2 of 5", etc.
- If the Packing List and other documents are sealed in the box, please identify externally which box contains packing slip and shipping documents.
- All invoices must be addressed to:

Clipper Turbine Works
Attention: Accounts Payable
6305 Carpinteria Avenue, Suite 300
Carpinteria, CA 93013

Or electronically to:

AccountsPayable@Clipperwind.com

Please Distribute to Billing and Shipping Departments