



### **Letter of Confidentiality**

Dear CSF, Inc. Prospective Vendor:

It is the absolute commitment of CSF, and in our mutual best interest, to keep the terms and conditions related to your proposed Contract, as well as any/all awarded Contracts, strictly confidential.

Once awarded and implemented, the line item pricing structures, as well as any/all dealer incentives (unless Vendor exception is noted and information is submitted in a sealed envelope marked as defined in Solicitation paragraph 4 or 5) may be accessed by any/all servicing distributors (including but not limited to LeeSar Regional Service Center) and therefore impossible to keep confidential. Given this reality, CSF commits that any/all information regarding your company's proposed "patronage dividends" or other non-invoice incentives are considered "trade secrets" and will be held in the strictest of confidence. A policy decision of strictly limiting access to this information (i.e., limiting access of this information to limited individuals and utilizing written confidentiality agreements) has been made in order to support the absolute commitment to confidentiality of awarded vendors proposals.

Accordingly, it is our expectation that only a select few individuals in your organization will have access to this information. We would trust that you will share our commitment to the confidentiality of your contractual relationship with CSF, Inc. by not sharing this information with any of your field sales, marketing personnel or any organization outside of your company.

Cooperative Services of Florida, Inc.

By: Robert A. Simpson  
President & CEO