



November 20, 2023

Dear Sales Team and Wholesale Distribution Partners,

I hope this message finds you well. I am reaching out to inform you of a crucial policy update that will significantly enhance the efficiency of our processes and fortify our ability to maintain our current pricing structure as we approach the 2024 sales season.

Effective immediately, we are implementing a minimum order requirement of three for items with a retail price below \$10. This strategic adjustment is directed at optimizing our order entry, order picking, fulfillment, and invoicing procedures, thereby streamlining our operations for increased effectiveness.

After thoughtful analysis, we are confident that this low minimum order requirement is a positive stride forward. It not only improves our internal processes but also enables us to uphold the same high-quality service while keeping our prices stable.

We understand that adjustments can pose challenges, and we appreciate your understanding and support during this transition. This modification is designed to benefit all of us by ensuring operational efficiency and reinforcing the sustainability of our pricing structure.

Should you have any questions or require further clarification, please don't hesitate to reach out to me directly. Your collaboration and continued partnership are integral to our shared success, and we eagerly anticipate delivering our products to you with even greater efficiency.

Thank you for your ongoing support.

Best regards,

A handwritten signature in black ink that reads "Cheri K. Tait". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Cheri K. Tait

President

North Star Teacher Resources

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