



**ZERO MANUFACTURING, INC.  
PURCHASE ORDER CHECK LIST**

Dear Valued Customer,

Zero Manufacturing appreciates your business. Upon receipt of your Purchase Order (PO), we will evaluate your order to ensure we can process it timely. The result of this evaluation is an Order Acknowledgement and firm ship date. In order to expedite your order through this process, and for your convenience, please ensure your PO includes the following information in our checklist:

Complete?		Information required on Purchase Order or must accompany Purchase Order
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure Purchase Order (PO) contains a PO Number.
<input type="checkbox"/>	<input type="checkbox"/>	Identify Zero Manufacturing, Inc. as the supplier on the Purchase Order.
<input type="checkbox"/>	<input type="checkbox"/>	Include your Name and Address on the Purchase Order.
<input type="checkbox"/>	<input type="checkbox"/>	Identify "Bill To" and "Ship To" Name and Address on the Purchase Order
<input type="checkbox"/>	<input type="checkbox"/>	Identify Customer's Point of Contact on Purchase Order; name, phone number, fax number, and e-mail address.
<input type="checkbox"/>	<input type="checkbox"/>	Clearly define the requested delivery schedule.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the Ship Method and Account Number on the Purchase Order.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure PO identifies Part Number.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure accompanying drawings are legible.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure PO identifies drawing revision level.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure Terms and Conditions on Purchase Order match Quote.
<input type="checkbox"/>	<input type="checkbox"/>	Validate the Purchase Order price and quantity match the Quote.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure Purchase Order contains Exceptions listed on Quote.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure FOB on Purchase Order specifies Origin.
<b>Complete One of the Following for Export Compliance</b>		
<input type="checkbox"/>	<input type="checkbox"/>	US Customers Shipping Inside the US Return Export Ownership Letter on Your Corporate Letterhead (Valid for One Year from Date of Completion). ( <a href="http://www.zerocases.com/pdf/ExportOwnership.pdf">http://www.zerocases.com/pdf/ExportOwnership.pdf</a> )
<input type="checkbox"/>	<input type="checkbox"/>	Non US Customers Or US Customers Shipping outside the US Return Declaration of End Use form with Purchase Order. ( <a href="http://www.zerocases.com/pdf/declarationOfEndUse.pdf">http://www.zerocases.com/pdf/declarationOfEndUse.pdf</a> )

If you do not receive an Order Acknowledgement within five (5) business days with a firm ship date, then please contact Zero for status.

Thank you for your business!

Sincerely,  
Zero Manufacturing, Inc.