



PURCHASE ORDER CHECK LIST

ZERO Manufacturing appreciates your business. Upon receipt of your Purchase Order (PO), we will review the order to ensure we can process it timely. The result of this evaluation is an Order Acknowledgement and firm ship date.

To expedite your PO through this process, please ensure your PO is has complete and correct information. Please review the checklist. For questions, please contact Customer Service for assistance.

COMPLETE		PURCHASE ORDER REQUIRED INFORMATION
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Terms and Conditions and/or Exceptions match Quote.
<input type="checkbox"/>	<input type="checkbox"/>	Buyer Name, Company , Address, Phone, Fax, and Email are listed.
<input type="checkbox"/>	<input type="checkbox"/>	Point of Contact (POC) Name, Company, Phone, Fax, and Email are listed.
<input type="checkbox"/>	<input type="checkbox"/>	“Bill To” and “Ship To” Name and Address fields are complete.
<input type="checkbox"/>	<input type="checkbox"/>	Define the requested delivery schedule.
<input type="checkbox"/>	<input type="checkbox"/>	Ship Method and Carrier Account Number are listed if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	FOB specifies Origin on Purchase Order.
<input type="checkbox"/>	<input type="checkbox"/>	Drawing Revision level is listed.
<input type="checkbox"/>	<input type="checkbox"/>	Part Number(s) is listed.
<input type="checkbox"/>	<input type="checkbox"/>	ZERO Manufacturing, Inc. is listed as the Supplier/Vendor.
COMPLETE		SELECT REQUIRED FORM FOR USE/EXPORT STATEMENT
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	US Customer Shipping Inside the USA Complete the form Export Ownership Letter on corporate letterhead (valid for one year from date of completion). http://www.zerocases.com/pdf/ExportOwnership.pdf
<input type="checkbox"/>	<input type="checkbox"/>	Non-US Customer or US Customer Shipping Outside the United States. Complete the form Declaration of End Use and submit with Purchase Order. http://www.zerocases.com/pdf/declarationOfEndUse.pdf

Please complete the PO and submit with the required form by fax or email.

Inside Sales US 800-959-5050 press 1
 Customer Service US 800-959-5050 press 2
 Direct 801-298-5900
 Orders Fax 801-415-1771

orders@zerocases.com
 sales@zerocaes.com
 www.zerocases.com

**UNPARALLELED PROTECTION
 UNPARALLELED CUSTOMER SERVICE**