



WE RECEIVED YOUR ORDER

Dear Valued Customer,

Zero Manufacturing, Inc. received and placed your Purchase Order (PO) on hold. We require the following information before our Front End Process Team (FEPT) can evaluate your order through our Product Realization Validation (PRV) Process:

Required Information To Process Order and Provide Ship Date:	Comments:
<input type="checkbox"/> No additional information required.	
<input type="checkbox"/> Return Declaration of Use (http://www.zerocases.com/pdf/declarationOfEndUse.pdf)	
<input type="checkbox"/> PO needs to match Quote Price	
<input type="checkbox"/> PO Terms and Conditions need to match Quote	
<input type="checkbox"/> PO requires Exceptions listed on Quote	
<input type="checkbox"/> Bill To Address Missing	
<input type="checkbox"/> Ship To Address Missing	
<input type="checkbox"/> Ship Method and Account Number Missing	
<input type="checkbox"/> FOB (PO must indicate Origin)	
<input type="checkbox"/> Drawing Revision Level Incorrect	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	

Upon receipt of the above information, the order will go through the PRV process to ensure we have all of the information to build a high quality product on time. The PRV process concludes within five (5) business days, and results in an Order Acknowledgement with a firm ship date. If you do not receive an Order Acknowledgement within five (5) business days, then please contact your Inside Sales Representative for prompt status.

Thank you for your business!

Sincerely,
Zero Manufacturing, Inc.

500 West 200 North • North Salt Lake, UT 84054 • (800) 500- 9376 (ZERO) • Fax (801) 299-7378

www.zerocases.com