



ZERO MANUFACTURING, INC.

WE EVALUATED YOUR ORDER

Dear Valued Customer,

Zero Manufacturing’s Front End Process Team (FEPT) evaluated your Purchase Order (PO) through our Product Realization Validation (PRV) Process and your Order is still on Hold. We require the following information to Acknowledge your Order and provide a firm ship date:

Required Information To Process Order and Provide Ship Date:	Comments:
<input type="checkbox"/> PO must show Zero Manufacturing, Inc. as the supplier.	
<input type="checkbox"/> PO must identify Customers Name and Address.	
<input type="checkbox"/> PO must identify “Bill To” and “Ship To” Name and Address.	
<input type="checkbox"/> PO must identify Customer’s Point of Contact; name, phone number, fax number, and e-mail address.	
<input type="checkbox"/> PO must identify a mutually acceptable delivery schedule.	
<input type="checkbox"/> Credit terms are:	
<input type="checkbox"/> PO must state Drawing Number and Revision Level.	
<input type="checkbox"/> Ship Method and Account Number Missing on PO.	
<input type="checkbox"/> PO Terms and Conditions need to match Quote.	
<input type="checkbox"/> PO needs to match Quote Price and Quantity.	
<input type="checkbox"/> FOB (PO must indicate Origin).	
<input type="checkbox"/> Return Declaration of Use. http://www.zerocases.com/pdf/declarationOfEndUse.pdf	
<input type="checkbox"/> Export License Needed – Zero Manufacturing, Inc.	
<input type="checkbox"/> PO requires Exceptions listed on Quote.	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	

Upon receipt of the above information, we will provide an Order Acknowledgement and firm ship date. If you do not receive an Order Acknowledgement within five (5) business days with a firm ship date, then please contact your Inside Sales Representative for prompt status.

Thank you for your business!

Sincerely,
Zero Manufacturing, Inc.