



RECEIPT OF ORDER

WE HAVE RECEIVED YOUR ORDER AND ARE MISSING INFORMATION

Dear Valued Customer,

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

Required Information to Evaluate, Acknowledge Order and Provide Ship Date		Comments
<input type="checkbox"/>	PO to state ZERO Manufacturing as the Supplier.	
<input type="checkbox"/>	PO to identify Customer Company Name and Address.	
<input type="checkbox"/>	PO to identify "Bill To" and "Ship To" Name and Address.	
<input type="checkbox"/>	PO to identify Customer's Point of Contact: Full name, title, phone number, fax number and email address.	
<input type="checkbox"/>	PO to identify a mutually acceptable delivery schedule.	
<input type="checkbox"/>	Credit Terms.	
<input type="checkbox"/>	PO to state Drawing Number and Revision Level.	
<input type="checkbox"/>	State Ship Method and Account Number on PO.	
<input type="checkbox"/>	PO Terms and Conditions to match Quote.	
<input type="checkbox"/>	PO to match Quote Price and Quantity.	
<input type="checkbox"/>	FOB (PO indicates Origin).	
<input type="checkbox"/>	Return Signed End-Use Statement, Declaration of Use. http://www.zerocases.com/pdf/Export_Control_Questionnaire_and_EndUse_Statement.pdf	
<input type="checkbox"/>	Export License Needed – ZERO Manufacturing	
<input type="checkbox"/>	PO requires Exceptions or Deviations listed on Quote.	
<input type="checkbox"/>	Other 1	
<input type="checkbox"/>	Other 2	

Upon receipt of the above information, the order will go through the PRV process to ensure we have all the information to build a 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 a prompt status update at email orders@zerocases.com.

Thank you for your business!

Sincerely,

ZERO Manufacturing's Inside Sales Team

ZERO MANUFACTURING

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11/21/2016