



PURCHASE ORDER CHECKLIST

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. 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 Information must accompany Purchase Order
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Purchase Order (PO) contains a PO Number or Reference Number.
<input type="checkbox"/>	<input type="checkbox"/>	Identify ZERO Manufacturing as the supplier on the Purchase Order.
<input type="checkbox"/>	<input type="checkbox"/>	Include your Company Name, Buyer and Address on the Purchase Order.
<input type="checkbox"/>	<input type="checkbox"/>	Identify "Bill To" and "Ship To" Company Name and Address on the Purchase Order.
<input type="checkbox"/>	<input type="checkbox"/>	Identify Customer Point of Contact on Purchase Order; Full name, title, phone number, fax number, and email 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"/>	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 the Quote.
<input type="checkbox"/>	<input type="checkbox"/>	Validate the PO price and quantity match the Quote.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure Purchase Order contains the same Exceptions or Deviations listed on the Quote. If not, a requote may be required.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure FOB on Purchase Order specifies Origin.
Export Compliance - Complete One of the Following:		
<input type="checkbox"/>	<input type="checkbox"/>	US Customers shipping inside the US, complete a Letter on Your Corporate Letterhead (Valid for One Year from Date of Completion). http://www.zerocases.com/pdf/export-ownership-letter.pdf
<input type="checkbox"/>	<input type="checkbox"/>	Non-US Customers or US Customers shipping outside the US, include a Declaration of End Use form with Purchase Order. http://www.zerocases.com/pdf/Export_Control_Questionnaire_and_EndUse_Statement.pdf

If you do not receive an Order Acknowledgement within five (5) business days with a firm ship date, then please contact us for status at email orders@zerocases.com.

Thank you for your business!

Sincerely,

ZERO Manufacturing's Inside Sales Team

ZERO MANUFACTURING

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