



PENDING ORDER

WE HAVE EVALUATED YOUR ORDER and NEED REQUIRED INFORMATION

Dear Valued Customer,

The ZERO Manufacturing 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 for PO _____

Required Information to 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, 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 a status update at email orders@zerocases.com

Thank you for your business!

Sincerely,

ZERO Manufacturing's Inside Sales Team

ZERO MANUFACTURING

500 WEST 200 NORTH, NORTH SALT LAKE UT 84054 USA | PH 801-298-5900 • FAX 801-299-7389 | WWW.ZEROCASES.COM

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