

## Quoting & Purchase Order Information

To produce a high quality anodic coating or metal finish in minimum time, the following information should be provided by the Customer for each Quote Request or Purchase Order:

1. Contact information:‡
  - a. Contact Name
  - b. Company Name
  - c. Ship To Address
  - d. Bill To Address (if different)
  - e. Phone
  - f. Email
  - g. Shipping Information
    - i. Method (Our/Your truck, Common carrier or preferred freight company)
      1. Account Number (If applicable)
2. Job Details:
  - a. Purchase Order Number
  - b. Part Number/ID/Description
  - c. Alloy‡
  - d. Finish Specification ‡
    - i. Coating or Finish Type (include Class &/Or Designation if known)‡
    - ii. Masking requirements (If applicable)‡
    - iii. Racking location (if specific location is required)
    - iv. Color (sample if needed for match)
    - v. Certification Requirement (If applicable)
  - e. Drawing/Print†
    - i. A Print
    - ii. Dimensions (If no print provided)‡
    - iii. Surface Area† (whenever possible)
  - f. Quantity‡
    - i. Number of parts
    - ii. If Assembly, how many pieces total
  - g. Packing Instructions if different than how parts arrive‡

*This information is required for each part number to be finished.*

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\* If there are special requirements not covered in the above, please include those as well. Taken together, the purchase order represents the contract specification for the job.

† These items are supportive, but not required, to process the job.

‡ These items are **necessary** to process the job.