



2169 North 100 East • Warsaw, Indiana 46582 • (574) 269-7116 • Fax (574) 269-7906

To provide the best service possible we are asking for assistance in the relay of information critical to providing the required heat treatment of all products. On the following page we have put together a guideline of the necessary information. Applied Thermal Technologies has a system in place that checks every part number against the previous order processed. It reviews part number, revision, sequence, material, and process. If any of the previous information changes then a review must be done.

Most prints list only one material but now we are seeing the option for two and sometimes 3 different materials. When a different material is used the heat treat will change. We ask that you keep that in mind when reviewing prints.

In processing of any order Contract Review is required. When sending an order if the revision has changed then a Contract Change is performed. This review and change can take up to two days to review and implement. Please allow for this on new or updated orders.

Many companies are very particular on the way and means of processing orders. Commonly the prime can have things in place with a heat treater that may not be relayed to the customer. This is where the flow down of information is critical.

We have also listed an inquiry into the issue of bulk order quantities. Some parts may require that a physical count be done by our incoming inspection. As you well know the time to have employee's perform physical counts can add up. We are asking a mutual agreement be reached on dealing with the counting issue. Please review and offer your opinion or agreement.

If you have any questions or comments please let us know. This is beneficial to both companies.

Thanks,
Jay Slone
jay@appliedthermaltechnologies.com



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Purchase Order Requirements

1. Part Number or Description
2. Revision
3. Sequence or Operation number
4. Any special handling or packaging requirements
5. Quantity
6. Process or list "Heat Treat per Print" – Current copy of the print must be provided with each order.
7. Specification(s) with revision(s)
8. Job/Lot Number
9. Regulations (ITAR, FOUO)

3. Applied Thermal Technologies procedure requires parts to be placed on "Hold" for quantity issues. This requires a correct P.O. prior to processing. If you would like to provide an acceptable tolerance to the quantity please fax or email (jay@appliedthermaltechnologies.com) how you would like Applied Thermal Technologies to process your orders containing quantity issues as to not delay processing.

4. Applied Thermal Technologies has been absorbing the cost of the time required to count orders that may not require it. Applied Thermal Technologies will begin September 15, 2011 listing the quantity from the purchase order (without verification) for bulk orders of 500 pieces or more unless you as the customer agree to compensate for the time to verify the quantity. Orders sent with organized packaging will be counted. Organized packaging is any packaging that separates the parts into easily identifiable quantities. Stackable trays are an example of organized packaging.

5. If the order is aerospace related, special processing requirements may apply. Applied Thermal Technologies relies on the customer for the flow down of the customer requirements.

If you have any questions or concerns please feel free to call or email us.

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Thanks,
Jay Slone