From: Basilio Vitela

Quality Assurance Manager

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ATTN: PURCHASING AND QUALITY DEPARTMENTS

As part of our quality management system, Allblack Company, Inc. we would like to thank you for your services with our company. As you help us strive to make AllBlack a successful business. AllBlack will be going through an adjustment throughout the whole company where we prepare for a Nadcap audit. Our new quality system requires purchasers to provide all information required to process parts per the specification noted on the purchase order.

 We please ask for the following to be included on the purchase orders so that we can move through them efficiently and quickly get your products sent out to your company in a timely matter.

For Purchase Orders for Black Oxide and Phosphate Processes with specifications noted:

* Specification title, Type and Class of Coating. Ex. MIL-DTL 13924 & MIL-DTL 136232.
* Material type (basis metal to be treated)
* If parts are heat treated, provide the tensile strength or hardness in Rockwell.
* If no testing is required, please note “NO TESTING REQUIRED” on your purchase order, otherwise we will perform the required tests to be able to certify to the specifications provided.
* Indicate final preservative finish ex. (Wax, Oil or Dry. (Dry meaning No Wax, No Oil).
* Physical count of pieces and weight.
* Any special Instructions required.

For Purchase Orders for Passivation processes with specifications noted, the following shall be provided by the purchaser:

* Specification title and Type of treatment, Ex. AMS2700, QQ-P-35 or ASTM A967.
* Material type (basis metal to be treated)
* If no testing is required, please note “NO TESTING REQUIRED” on your purchase order, otherwise we will perform the required tests to be able to certify to the specifications provided.
* Physical count of pieces and weight.
* Any special instructions required.

For Commercial jobs:

We understand that many of our customers only require commercial practices on some of their parts and do not require all testing and quality requirements, we ask to please indicate the following on your purchase orders:

* Process required AND Please note ‘’COMMERCIAL PROCESS’’
* Material type (basis material to be treated)
* Physical count of pieces and weight.
* Any special requirements.

Unfortunately orders with incomplete information will be put on hold until all necessary information is obtained to proceed with process, including commercial jobs will require to have at least the basic information stated above.

AllBlack Company, Inc. would like to thank you for choosing our company to do business with you and would kindly appreciate that the above information be put on the purchase orders. This process will be effective one week from 10/17/16. If there is any missing information we will have to put the products on hold until all paper work is clarified. AllBlack Company, Inc. and its Quality Management thank you for your services.

Sincerely,

Basilio Vitela

Quality Assurance Manager.