



Nov 19, 2021

To: STP Customers starting in 2022

Subject: Purchase Order Information

Quote Notes

- **Minimum order**- \$200 per setup/lot run unless otherwise stated. Some processes/combination of processes may have a higher minimum order.
- **Hazardous Waste fee**- Please add 7% of the purchase order total. This covers the cost of regulatory compliance and maintaining a clean environment
- **Certificate of Conformance**- If you require a certification, please add \$25 per certificate to your order.
- **Drawings**- STP does not maintain customer drawings. Please send the latest revision of the part drawing with the parts.
- **Received parts**- Rusted or oily parts or contaminated parts that require additional processing for cleaning that was not quoted will be at the customer's expense.
- **Workmanship standard**- Please identify your coating finish inspection requirement.
- **Due dates**- Any product received after 7AM will start processing the next day. Leadtime and delivery dates are approximate.
- **Order acknowledgement**- Customers will receive an order confirmation once parts are received in, and accompanied by a PO and drawing.
- **Expedited service**- We can accommodate shorter lead times for an additional fee. Contact your salesperson for details.
- **Additional terms and conditions**- Please see our website www.performancecoating.com for that apply to this quote/order.

Purchase Order essential information

- **Please add 7% for Environmental fee for orders starting Jan 1, 2022.**
- **Add \$25 to PO if Certs are required**
- **Part number (revision, applicable drawing/flag notes)**
- **Prime user or end user**
- **Base material type**
- **Is the part clean? STP expects clean parts unless otherwise quoted**
- **Part condition (hardness, stress relieved, plating, rust preventive oils)**
- **Process Specification or Description**
- **Special notes regarding processing, critical/non-critical areas**
- **Is there a process specification to follow**
- **Are there coating thicknesses to hold on features**
- **Inspection requirements, what is acceptable/not acceptable**
- **Certification requirements or expectation (NADCAP, ITAR, FAI)**
- **Packaging and delivery requirements**
- **Additional terms and conditions**- Please see our website www.performancecoating.com for that apply to this quote/order.