

- 1.0) The provisions of this bulletin are assumed to be part of any engineering drawing, and/or production sequence. These provisions may be called out specifically. However, if they are not specifically excepted they will be presumed to apply.
- 2.0) Receiving department shall receive all shipments of parts from customers.
 - 2.1) Receiving department shall verify quantities and descriptions indicated on all shipping documents included with the shipment.
 - 2.1.1) All variances in quantity and/or description shall be noted on receiving documents and sales department notified immediately.
 - 2.1.2) Should shipping documents not accompany shipment, contact the sales department for instructions regarding disposition of shipment.
 - 2.2) Receiving department shall deliver or notify the Quality Control department, material has been received, daily.
 - 2.2.1) Receiving department shall forward all documents received with the shipment to the sales department.