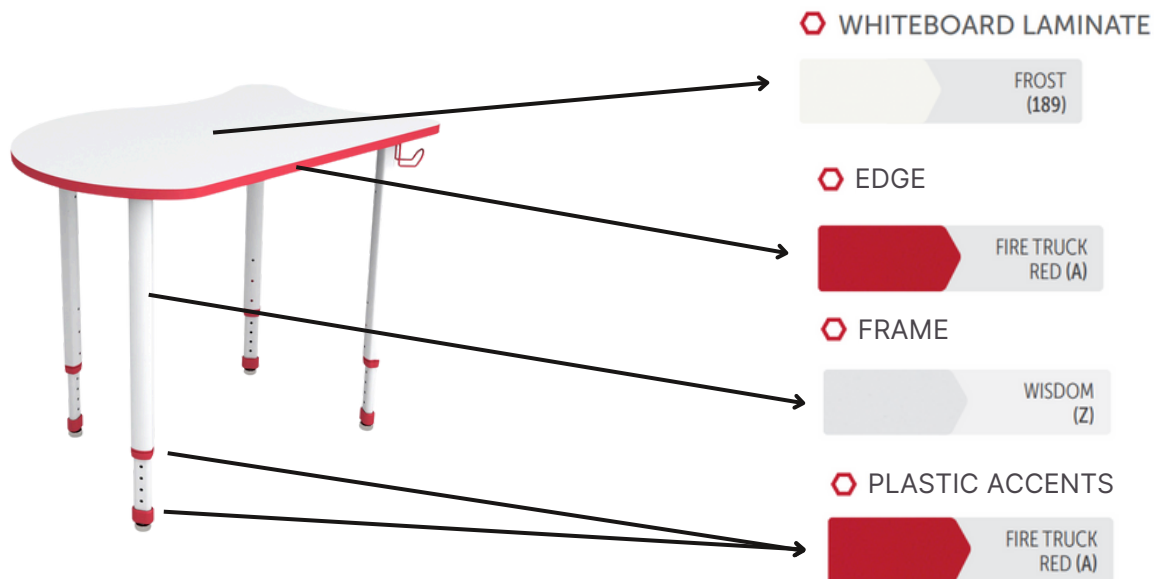


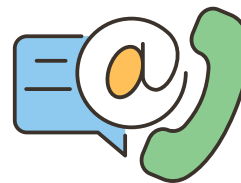
BEST PRACTICES FOR PLACING A PO & RECEIVING DELIVERY

SUBMITTING A PO:

- POs need color selections listed for each product.
 - EX: Ordering ANDAH2233K

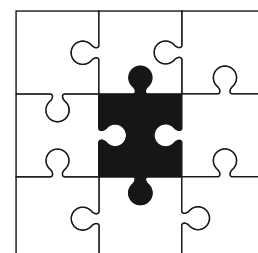


- POs must include delivery contact (name/phone number)

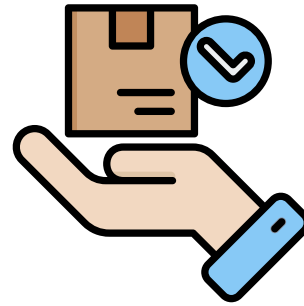


MISSING/DAMAGED PRODUCTS:

- Inspect freight and note any damage on the delivery receipt and report.
- Concealed damage must be reported within 3 days.
- Missing parts/products must be reported within 30 days.

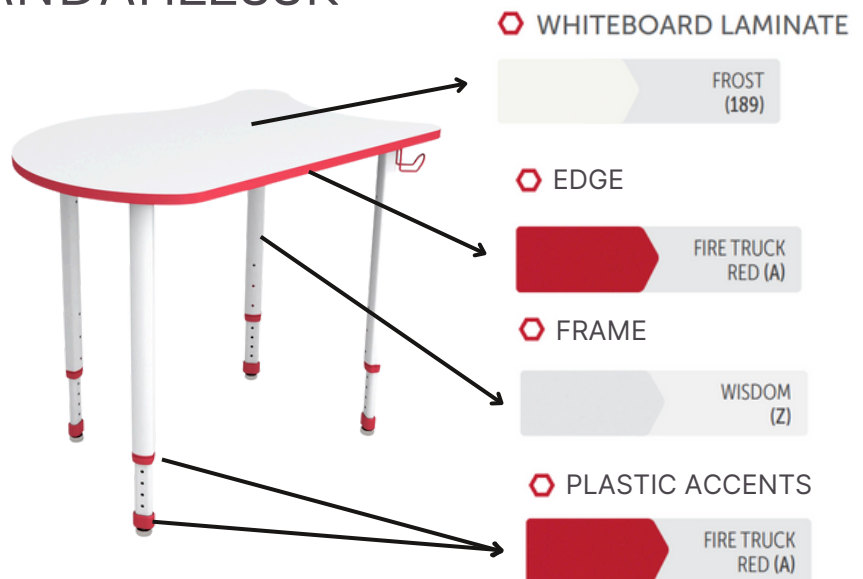


BEST PRACTICES FOR PLACING A PO & RECEIVING DELIVERY

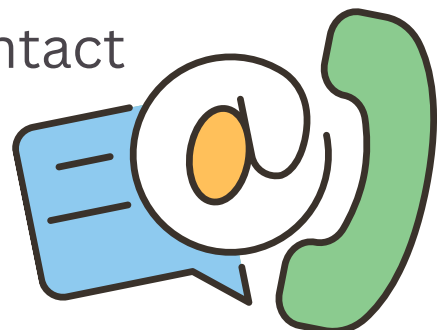


SUBMITTING A PO:

- POs need color selections listed for each product.
 - EX: Ordering ANDAH2233K



- POs must include delivery contact (name/phone number)



MISSING/DAMAGED PRODUCTS:

- List any known damage on the delivery receipt.
- Concealed damage must be reported within 3 days.



- Missing parts/products must be reported within 30 days.

