



**WELD SEAM INC**  
Custom Welding Specialists for Industry

3421 W. Belmont Av.  
Chicago, IL 60618  
773-588-1012 Fax 773-588-1026

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June 24, 2014

To:  
All Suppliers and Sub-Contractors

Reference: All Purchase Orders Dated After 7/1/2014

This Letter serves to define standard terms and conditions related to all purchase orders with an issue date of July 1<sup>st</sup>, 2014 or later.

As part of our quality system registrations, rather than making our purchase orders very lengthy we have chosen this approach to define all the terms and conditions related to any and all purchase orders generated by Weld Seam to your company.

They include:

- The expectation that you will complete the purchase order within the dates specified on the purchase order and you will notify us immediately if you cannot meet those dates.
- That you will furnish the material or service specified on the purchase order and question any ambiguity that may exist before executing such purchase order.
- That you will determine the proper requirements for personnel to execute the purchase order and only use properly qualified personnel.
- That should a non-conformance to the purchase order requirements occur that you will notify us of the non-conformance and note actions taken on documentation regarding the acceptance of the product or service, and when necessary to the integrity of the product obtain our approval of the non-conforming product disposition.
- That you will retain inspection records for all product and services for a minimum of 7 years unless retention requirements are specified on the purchase order.
- That when required you will provide us certifications of the work performed whether they be data based or a simple certificate of compliance as designated on the purchase order.
- That you will provide us with notification if you change any process for any product or service that you provide for our products, including any change in facility.
- That you will allow us or any government or regulatory agency the right of access to your facility to observe or inspect any process related to our products with reasonable advance notice. (We consider reasonable notice 24 hours)
- That you will flow down to any sub-contractor you may use these requirements as well as any specific requirements that exist on the purchase order, and notify us of any change in subcontractor.

All specific information about the product or service in question is on the purchase order itself. Please be sure to relate to that number in all correspondence, certifications, or invoices.

Respectfully,

Martin Bruner  
President