

MID-STATE MACHINE PRODUCTS
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A PRECISION PARTNERS COMPANY

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April 27, 2009

Subject: Receiving Documentation & Notification of Non-Conformant Material

Reference: Purchasing Terms and Conditions & Procurement Quality System Requirements
(found on our web site <http://www.msmcom.com/mid-state-machine-documents.html>)

Dear Mid-State Machine Products (MSM) Vendors and Subcontractors,

Mid-State Machine Products (MSM) wishes to communicate to our Vendors and Subcontractors requirements for receiving material through our receiving inspection process. The two areas to be addressed with this correspondence are Receiving Documentation and Notification of Non-Conformant Material.

Receiving Documentation

With each part received, there shall be proper accompanying paperwork as called out for in the Purchase Order requirements. These documents such as Certificates of Conformance and Inspection Reports shall be filled out completely and checked thoroughly for accuracy and or clerical errors. In the future, any missing or incorrectly filled out documentation will result in corrective actions including, but not limited to, parts being returned to the responsible party with potential charge backs for shipping and handling fees.

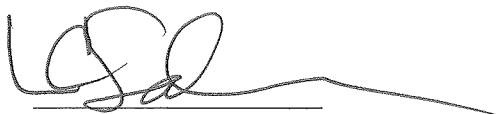
Notification of Non Conformant Material

In the event the supplier has material that is non-conforming and not reworkable to the applicable requirement, a request for permission to ship must be approved by MSM's Quality Control prior to shipment. The material is to be "red tagged" and a brief description of the non-compliance is to be affixed to the part for easy identification when received at MSM. A detailed discrepancy report should also accompany the part inside the box or shipping container so that our receiving inspection department can properly disposition the part upon its arrival. Failure to do so will result in material and all associated invoicing assigned to that job to be placed on "hold" until the Vendor/Subcontractor responds to MSM's "Discrepant Material Report" with root cause and corrective action as requested.

These requirements will be effective immediately and will be enforced per the Purchasing Terms and Conditions and Procurement Quality System requirements as stated with each Purchase Order. This document can be found on our website at <http://www.msmcom.com>.

Mid-State Machine Products wishes to thank you in advance for your cooperation and continued support as we streamline our processes and cost effectiveness for all of our business needs.

Sincerely,



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