



Aug 18, 2020

To: STP Customers

Subject: Purchase Order essential Information

The following is a list of essential information when submitting purchase orders to STP Performance Coating, LLC.

1. Part number (revision, applicable drawing/flag notes)
2. Prime user or end user
3. Base material type
4. Is the part clean? STP expects clean parts unless otherwise quoted
5. Part condition (hardness, stress relieved, plating, rust preventive oils)
6. 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
7. Certification requirements or expectation (NADCAP, ITAR, FAI)
8. Packaging and delivery requirements

Providing this information on each purchase order allows us to enter your orders and begin processing your parts more quickly. We are supported in this request by industry requirements; meaning we maintain NADCAP certified processes and are audited to assure your needs are being serviced accurately and efficiently.

If you would like to discuss this policy, please contact me or your Customer Service Representative.

Regards,

*Ron Courey*

Ron Courey  
Quality Manager

***Thank you for your help in improving our ability to provide you with a quality end product.***