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Supplier Policy Manual

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Revision History

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Company History

Pole/Zero was founded in 1989 in Cincinnati, Ohio **as a private company until being acquired by Dover Corporation in February of 2007. Pole/Zero designs and manufactures a complete line of radio frequency (RF) products that are ideal for solving a variety of RF cosite issues found in military and commercial applications of communications equipment. The engineering resource of Pole/Zero is aimed at the design of products to be manufactured in our facility. Likewise, the manufacturing resource is specifically focused on building proprietary designs.

When Pole/Zero was founded, the military and commercial RF markets were changing. Military budget reductions were forcing the purchase of less expensive solutions for more aggressive problems. The military turned to Commercial Off The Shelf (COTS) solutions to address this. The need for sophisticated and reliable equipment had not diminished, but affordability was becoming a high priority. At the same time, the commercial market for wireless communications equipment in the "Information Age" created the need to transfer the sophisticated technology used by the military to the commercial world. Pole/Zero's engineering and manufacturing capability is specifically organized to address these markets.

Pole/Zero is made up of a very diverse and experienced team in engineering, manufacturing, quality and management. Pole/Zero has a strong commitment to high quality standards and total customer satisfaction and strives to exceed our customers' expectations.

Pole/Zero Quality Policy

PoleZero is dedicated to providing defect free products on time to internal and external customers. Customer satisfaction, quality, and continuous improvement are the personal responsibility of each employee.

Introduction

Pole/Zero designs and manufactures a complete line of tunable filter products that are ideal for solving a variety of RF filter requirements. Our approach to business has made us one of the fastest growing companies in our field. At PoleZero, we know that our success in the marketplace is tied directly to our ability to design and manufacture quality products. Our goal is to set the standard for quality in the markets we serve.

To achieve this goal, we need the full cooperation and participation of the organizations that supply us with materials, components, assemblies and production-related services. We look to these selected suppliers for technological leadership in design, manufacturability, and continuous improvement. Our official Quality Policy stated following, underscores this point. We are committed to providing defect-free products and services to our customers. Because we work in cooperation with our suppliers, we expect them to adopt a commitment toward quality and customer service that is similar to our own.

Our Supply Management staff is committed to fulfilling a role within our organization that provides superior products and services at the optimal total cost to our internal and external customers. As a supplier to Pole/Zero Corporation, you will have a Purchasing Representative and Supplier Quality Representative dedicated to providing the most up to date information available in order to develop and nurture an enduring business relationship.

Purpose

The intent of this document is to define the Procurement and Quality requirements necessary to ensure a successful partnership between Pole/Zero Corporation and our suppliers. This manual documents the required quality standards for products and services purchased from suppliers, and outlines Pole/Zero's overall expectations.

- Suppliers must be capable of providing defect-free products that meet design intent and on-time delivery.
- All proposed material or process changes must be communicated in writing to Pole/Zero Supplier Quality representative and your Purchasing representative.
- All proposed manufacturing location changes must be communicated in writing to the appropriate Purchasing and Supplier Quality representative prior to the move.
- All design changes must be communicated to the appropriate Purchasing and Supplier Quality representative in advance.
- Suppliers must have a full understanding and compliance with all applicable federal, state, and local regulations.
- Timely delivery or advance notification. This includes meeting Pole/Zero quality and delivery requirements.

Scope

To provide guidance to the supply base on activities relating to the performance of the Purchase Order requirements. This manual is applicable to all existing suppliers, and potential new suppliers of purchased production material or services to Pole/Zero. It outlines the process for initially becoming an Approved supplier to PoleZero, describes the tools for continuous improvement necessary to become and remain a "Preferred" supplier, as well as the ongoing performance monitoring system. We team with suppliers who have made or demonstrated a commitment to continuous improvement in their product quality. It is our intent to develop desirable and mutually beneficial long-term relationships with these suppliers. These suppliers can enhance their own future by supplying zero-defect products, timely delivered, competitively priced, in a reliable supply chain environment.

Ethics Policy

Pole/Zero employees treat suppliers, customers, and others seeking to do business with our company with dignity and respect and in a manner that excludes considerations of personal advantage. Pole/Zero provides standards for ethical business conduct to our Supply Management employees that they use as guidelines in managing their relationships with present or potential suppliers. Employees and representatives of the company shall avoid any conflict of interest that might interfere with or adversely influence their obligation to Pole/Zero. Our suppliers are expected to give their full cooperation in observance of this policy. Our ethics policy is available upon request from the appropriate Purchasing/Supply Management representative.

Procurement Representative's Authority and Responsibilities

Pole/Zero's Purchasing department is responsible for all aspects of procurement, logistics and delivery. The choice of suppliers in any of these areas may be the result of investigation and deliberation amongst various departments within Pole/Zero, but price negotiation and commitment to purchase authority rest solely with the appropriate procurement member of Pole/Zero. Only Purchasing representatives may commit Pole/Zero to a purchase contract. Properly approved purchase orders are required to commit the company for items or services. Consistent with our corporate values, Pole/Zero will treat all its suppliers and their representatives fairly and impartially.

Credit References

We will provide all new suppliers with a list of credit references upon request before entering into a supply agreement.

Delivery Requirements

Suppliers are expected to maintain deliveries in accordance with accepted Pole/Zero purchasing releases. Delivery timing requirements are indicated on the purchase order releases. On-time delivery is measured by the number of shipments received in a timely manner per the Pole/Zero release requirements for parts on order and then, calculated as a percentage as well as average days late. Continued delinquent deliveries require immediate improvement activity. All costs incurred due to delivery problems may become the responsibility of the supplier. On-time delivery is based on the initial scheduled delivery date confirmed by the supplier, but allows the shipment to be received early with advanced notification and zero (0) days late to be considered delivered on time. Pole/Zero expects 100% on-time delivery from all suppliers.

Shipments in excess of the purchase contract quantity must have prior written approval from the appropriate Purchasing representative.

Supplier Selection

Pole/Zero's Supplier Evaluation Team, consisting of a representative from Purchasing, Quality Assurance, and Engineering when necessary, will evaluate all new suppliers. All new potential suppliers may be required to submit any or all of the following items:

- Pole/Zero Supplier Quality System Survey (QA-045-F)
- Dunn & Bradstreet Rating
- Supplier Size Classification Certificate
- Mutual Non-Disclosure Agreement
- Certificate of Prohibited Materials
- Supplier Policy Manual Review Signature
- Financial Statements

After the above information is received, Pole/Zero's Supplier Evaluation Team reviews all of the information and makes one or some of the following determinations:

- Add the supplier to the Approved Supplier List (AVL: PUR-016-F) as approved or conditionally approved.
- Schedule an on-site survey/visit (if required).
- Request additional information from the supplier- if necessary.
- Eliminate the supplier from further consideration.



Once a supplier is selected, the appropriate Purchasing, Quality Assurance and/or Engineering team members will work with the supplier to facilitate the specific qualification requirements for materials, components or assemblies. Supplier selection for a new part is based upon the supplier's stated ability to meet Pole/Zero design specifications, as well as successful completion of the requirements defined above. Continued business is awarded to suppliers based on their quality, on-time delivery, cost, technological expertise and customer service record.

Purchase Orders

The supplier is responsible for reviewing and meeting all of the PoleZero purchase order requirements, specifically:

1. Purchase order number.
2. Purchase item part number.
3. Latest revision level of the drawing if applicable to item.
4. The order quantity and accuracy of price.
5. Special notes to be followed.
6. Required delivery date.
7. **Procurement Provisions
8. **Terms and Conditions

If the supplier cannot meet the requirements, the supplier must notify Pole/Zero Purchasing representative.

Once the Purchase Order has been reviewed, the supplier must return confirmation to the appropriate purchasing representative for acknowledgement.

Purchase Order Changes/Engineering Changes

When an engineering drawing or specification has been revised, Pole/Zero Purchasing representative will send the supplier a Supplier Engineering Change Notification form along with the latest Engineering Change Notice. The supplier should review the Drawing/document in order to accept or decline the requested changes. Pole/Zero's suppliers are required to answer the stated questions on the Supplier Engineering Change Notification form and return back to Pole/Zero's purchasing department within three (3) working days.

Packaging, Handling, Storage and Preservation

All products shall be packed, packaged, marked and otherwise prepared for shipment in a manner which is (1) in accordance with good commercial practices unless otherwise specified in a particular manner; (2) acceptable to common carriers for shipment at the lowest rate that could include ocean shipment for the particular suppliers; and (3) adequate to insure safe arrival of the material. The label and character size should be legible.

The supplier shall mark each container, rack, box or pallet with necessary lifting, handling and shipping information. Suppliers are held responsible to ensure packaging is sufficient to protect material from shipping damage (nicks, dings, bends, scratches, etc.). The supplier shall also assure that all packaged items are permanently and legibly identified.

Identification requirements may include any or all of the following as specified by Pole/Zero documentation: Bar codes must be Human Readable.

1. Part identification, complete Pole/Zero part number and revision level
2. Name of manufacturer.
3. Lot Number and/or Date code (date of manufacture).
4. Pole/Zero's purchase order number.
5. Identification and Quantity of parts per carton
6. Certificate of Origin- where applicable.
7. An itemized package sheet must accompany each shipment

Supplier shall identify item(s) and/or package(s) container(s) of shelf life material with the manufacture date or the expiration date along with special storage and handling conditions, in addition to the normal identification requirements of manufacturer name, part number, revision type, size, quantity, etc. When the item/material/product is age control sensitive and requires shelf-life certification to accompany each shipment. If not otherwise specified, minimum 80% shelf life must be remaining upon receipt at Pole/Zero.

****Electro Static Sensitive Devices**

All devices that are susceptible to damage or degradation from the application of electrostatic discharges shall be packaged in a manner to prevent damage. All packaging shall be clearly labeled with and ESD caution label. Non-conductive or static generating wrapping or cushioning material is not acceptable. Reference IPC-A-610 for guidance.

****Moisture Sensitive Devices**

All devices that are susceptible to damage or degradation from moisture shall be handled, packaged and shipped in a manner to prevent damage. Handling, packaging, shipping and identification shall be completed in accordance with J-STD-033, latest revision.

Return Material Request

When material is to be returned to the supplier, Pole/Zero must receive authorization (RMA - Return Material Authorization) from the supplier within two (2) business days from the date of request. If return authorization has not been received within seven (7) business days, PoleZero may return the material to the supplier and debit their account.

Prohibited/ Hazardous Materials

As a supplier to the aerospace industry, Pole/Zero and its suppliers must comply with and follow governmental and safety constraints on restricted, toxic and hazardous substances. In order to meet these constraints, each supplier to Pole/Zero Corporation shall provide certification, when required by purchase order, prior to shipment of product or included with each shipment a Certification for List of Prohibited Material Exclusion. When applicable, the supplier may send a facility certification to PoleZero Corporation indicating prohibited exclusion for all products shipped from their facilities, which will satisfy the above requirements. For reference, a sample list of prohibited materials is listed below.

Sample List of Prohibited Materials:

- Asbestos, Asbestos Compounds, Asbestos filled molding compounds
- Beryllium, Cadmium, Chlorofluorocarbons,(CFC), such as freon
- Lithium or lithium compounds, Lead or Lead compounds (except for printed circuit boards or batteries)
- Magnesium, or Magnesium Alloys
- Mercury or its comopounds and amalgams, Methyl Ethyl Ketone, n-Hexane, Polychloride biphenyl(PCB)Polyvinyl chloride, (PVC),except when used for component leads.
- Radioactive material, Tetrachlorethane, Xylenes
- Zinc Compounds
- Class I and Class II Ozone Depleting Substances- listed in Table A.

Table A

CLASS I OZONE DEPLETING SUBSTANCES	
Chlorofluorocarbon-11 (CFC-11)	
CFC-12	CFC-214
CFC-13	CFC-215
CFC-111	CFC-215
CFC-112	CFC-217
CFC-113	Halon-1211
CFC-114	Halon-1301
CFC-115	Halon-2402
CFC-211	Carbon Tetrachloride
CFC-212	Methyl Chloroform (1,1,1-Trichloroethane)
CFC-213	Methyl Bromide

Table A -continued

CLASS II OZONE DEPLETING SUBSTANCES	
Hydrochloroflourocarbon-21 (HCFC-21)	
HCFC-22	HCFC-226
HCFC-31	HCFC-231
HCFC-121	HCFC-232
HCFC-122	HCFC-233
HCFC-123	HCFC-234
HCFC-124	HCFC-235
HCFC-131	HCFC-241
HCFC-132	HCFC-242
HCFC-133	HCFC-243
HCFC-141	HCFC-244
HCFC-142	HCFC-251
HCFC-221	HCFC-252
HCFC-222	HCFC-253
HCFC-223	HCFC-261
HCFC-224	HCFC-262
HCFC-225	HCFC-271

Mercury Exclusion

Each shipment made by the supplier must include a statement verifying the following:

The items furnished under this order contain no metallic mercury, thermally unstable compounds or mercury compounds and I as supplier have taken reasonable steps to ensure that the supplies furnished under this order are not contaminated with metallic mercury, thermally unstable compounds or mercury compounds. This certification must reference the purchase order number, part number, description and quantity of this shipment.

The supplier may send a facility certification to Pole/Zero indicating Mercury exclusion for all products shipped from their facility, which will satisfy the above requirement.



Supplier Performance Rating and Performance Monitoring System

The PoleZero Supplier Evaluation Team, consisting of Purchasing, Quality and Engineering representatives, gathers the appropriate data to evaluate suppliers on. PoleZero uses a point system that is divided into three (3) areas of focus listed below:

- Quality System/Performance 50%
- Delivery/Logistics 30%
- Customer Service/Affordability 20%

All Pole/Zero suppliers are classified under one of four categories (Class I-Class IV) based upon the level of criticality of each supplier or product as related to product/services provided to PoleZero.

Evaluation results will be used by the Supplier Evaluation Team to determine the supplier’s Performance Rating. These rating categories are as follows:

		<u>Overall Rating</u>
● Preferred Supplier:	Exceptional performance, exceeds expectations	95 and above
● Approved Supplier:	Very good supplier, meeting or exceeding expectations	70-94
● Conditional Supplier:	Improvement needed to meet expectations	60-69
● Restricted Supplier:	Unsatisfactory performance clearly failing to meet expectations	Below 60

At a minimum, Pole/Zero will issue Supplier Performance Reports annually, depending on performance and status it could be more frequent. Suppliers are responsible for analysis of the report and self led improvements. Pole/Zero may require a corrective action/improvement plan from suppliers whose performance is inadequate. If required, review meetings may be held between Pole/Zero and the supplier to review past performance and achievements to develop or establish future targets and objectives, as well as continuous improvement strategies.

Quality Performance Measurement

Quality Performance will be scored based on Defective Per Million (DPM). This is calculated by the number of parts received in a given time period divided by the number of rejects in the same period multiplied by a million. This calculation describes how many parts would be defective if a million were received. An example, if 1,000 parts were received in the first quarter and 10 parts were rejected the DPM would be 10,000.

Delivery Performance Measurement

On-Time Delivery Performance will be scored based on the total quantity received on time, +7 days -0 days, to the purchase contract due date. Due date is the date the material is expected on Pole/Zero’s dock.

Scoring Standards

Quality Performance

Score	Requirement
50	**1,500 Defective Per Million or less
40	5,000 Defective Per Million or less
30	10,000 Defective Per Million or less
20	15,000 Defective Per Million or less
10	20,000 Defective Per Million or less
0	Greater than 20,000 Defective Parts Million

****Delivery Performance**

Score	Requirement
30	98% on time, or better
20	95% - 97.9% on time
10	90% - 94.9% on time
5	85% - 89.9% on time
0	less than 85% on time

Customer Satisfaction

Score	Requirement
30	No concerns or recommendations for improvement
25	No concerns, some evidence of pro-activeness and flexibility
20	No concerns raised, however, supplier lacks pro-activeness and innovative ideas
15	Some minor concerns raised, but generally the supplier has resolved these issues with minimal support.
0	The supplier required constant assistance and lacks the resource/ability to resolve issues and drive improvement

Customer Service Considerations Include:

- Pricing/Competitiveness
- Responsiveness /Flexibility
- Communication/Technical Support
- Capacity
- Investments
- Improvement Plans
- Communication/Liaison
- Total Dollars Purchased

Financial

Score	Requirement
	D&B Supplier Qualifier Rating

Quality Requirements:

Quality Management System Requirements:

Suppliers shall implement and maintain a Quality Management System (QMS), which complies with the applicable Quality System standard specified in Table I.

Suppliers shall be compliant to ISO9001:2000 or AS9100. A third-party certification to ISO9001:2000 or AS 9100 shall be required after December 31, 2007 **for Level 1, and by/after December 31, 2008 for Level 2. Third-party certifications by accredited certification bodies will only be recognized. We recommend that suppliers begin to migrate to AS9100, we intend to mandate third-party certification by 2009 **for Level 1 and compliance for Level 2. Level 1 suppliers not third party certified are required to develop a plan for certification and will be audited for compliance by Pole/Zero.

Suppliers shall forward a copy of their certification to Pole/Zero buyer. Any change to the certification such as change in scope, update, withdrawal or disapproval shall be forwarded to the Pole/Zero buyer. Any change to supplier name, ownership or facility location is subject to reevaluation by Pole/Zero and the supplier shall notify their buyer in writing.

Table I

Quality System Level	Applicable Quality System	Supplier Description	Requirement
Level 1	ISO 9001:2000 or AS9100	Manufacturer with Design Authority	Compliant by end of 2006 Certified by end of 2007
**Level 1	AS9100	Manufacturer with Design Authority	Compliant by end of 2008 Certified by end of 2009
Level 2	ISO9001:2000	Build to Print Manufacturer	Compliant by end of 2007 Certified by end of 2008
Level 3	ISO9001:2000, ISO 10012-1, ISO 17025 or **Boeing approved Special Processor	Processor/Services	Compliant Certified by end of 2007
Level 4	ISO9001:2000	Commercial Items	Compliant by end of 2008
Level 5	Supplier Quality System	Proprietary part numbers or directed source of supply	Compliant

Nonconforming Material

Nonconforming material shall be identified, documented, segregated (when practical) and evaluated for the appropriate disposition to prevent unintended use.

2.2.1 Disposition Authority

The suppliers disposition authority is limited to rework, scrap and return to vendor. All other disposition, such as Repair and “Use As Is” dispositions cannot be used without written approval from the Pole/Zero Quality Department.

Below are disposition definitions:

2.2.1.1 **Nonconformance** – The failure of a characteristic to conform to the requirements specified in the drawings, specifications or other approved product description.

2.2.1.2 **Rework** – A procedure applied to a nonconformance that will completely eliminate it and result in a characteristic that conforms completely to the drawings, specifications, or contract requirements.

2.2.1.3 **Scrap** – Nonconforming material that is not useable for its intended purpose and which cannot be economically reworked or repaired in an acceptable manner.

2.2.1.4 **Return to Vendor** – Return of supplied product found to be discrepant for subsequent rework or replacement.

2.2.1.4 **Repair** – A procedure which reduces, but does not completely eliminate a nonconformance, and which has been reviewed and concurred in by the MRB and approved for use by the customer, when required. The purpose of repair is to reduce the effect of the nonconformance. Repair is distinguished from rework in that the characteristic after repair still does not completely conform to the applicable drawings, specifications or contract requirements.

2.2.1.5 **Use As Is** – A disposition of material with one or more minor nonconformities determined to be usable for its intended purpose in its existing condition.

2.2.2 Notification of Nonconforming Material

The supplier shall notify Pole/Zero in a timely manner of any nonconforming material that may affect already delivered product. Notification to the Buyer and Quality shall include a clear description of the discrepancy, part number, serial number (if applicable), manufacture date, quantities and purchase order. Suppliers with design authority shall provide a technical assessment and recommended disposition.

Pole/Zero Source Inspection

When source inspection is required on the purchase contract, the supplier must notify Pole/Zero Quality Representative within seven business days in advance of need to schedule the source inspection. Pole/Zero will provide an inspector to the supplier facility for the inspection.

Quality Records Retention

The supplier shall maintain Quality Records in accordance with the applicable Quality System. Quality Records shall be retained for a period of no less than ten (10) years from completion of the purchase contract. This requirement shall be flowed down to all sub tiers. Quality Records are, but not limited to the following:

- First Article Inspection Reports
- Test results
- Evidence of inspection
- Raw Material and Process certifications
- Nonconforming Material Reports

Certificates of Compliance

Supplier shall provide a Certificate of Conformance with all shipments for each part number assuring that all work performed in connection with the purchase contract in accordance to current specifications. The C of C may be a separate document or be including in the packing documentation. The supplier's Quality Representative shall sign or stamp the C of C.

Corrective and Preventive Action

The supplier shall respond to all request for corrective and preventive action on or before the requested due date. If extra time is needed a request for extension shall be made to the Pole/Zero Quality Representative in writing. It is at the discretion of the Quality Representative to grant extensions and document them accordingly.

The supplier shall maintain a corrective/preventive action system in accordance with the ISO9001:2000 for determining root cause and corrective and preventive action internally and sub tiers.

Pole/Zero reserves the right to conduct verification of corrective and preventive action at the suppliers' and supplier's sub tiers facility to assess the effectiveness of the corrective and preventive action taken.

Supplier Sub Tier Control

The supplier is responsible for ensuring that all items procured from their sub tiers conform to Pole/Zero purchase contract. The supplier shall ensure that all applicable provisions are flowed to their sub tiers, including Quality System compliance to ISO9001:2000, AS9100 or AS9003. All sub tiers are also required to utilize AS9102 for their First Article Inspection.

First Article Inspection

First Article Inspection shall be performed in accordance with AS9102, current revision based on the purchase contract issued date. First Article Inspection shall be performed on the first production unit, as defined in AS9102, and any **subsequent revisions a delta FAI is required. A copy of the First Article Inspection Report shall be included with the shipment. AS9102 can be accessed at WWW.SAE.org.

If the supplier already has First Article Inspection documentation on file for the same configuration of the product noted in the purchase contract and is still compliant to AS9102 requirements, a new First Article Inspection is not required.



Rework/Repair/Replacement/Modified Items

Supplier's Certification of Conformance and/or packing sheet document shall reflect the following requirements for rework, replacement, repair or modification items returned to supplier or including work performed by supplier at Pole/Zero's facility.

1. The item(s) have been reworked, repaired, replaced or modified (as applicable), in accordance with respective nonconformance documents or Purchase Order.
2. The item(s) meet the requirements of the engineering documents.
3. The original configuration and qualification status of the item(s) remains in effect (as applicable).
4. All applicable nonconformance document numbers or other references to ensure traceability.
Discrepant material shall not be shipped to Pole/Zero without prior approval from Pole/Zero Supplier Quality representative.

Recovery/Contingency Plan

Suppliers classified as an 'A' (as notified by Purchasing) must show evidence of a business continuity plan demonstrating the ability to recover from a disaster and/or unexpected event and resume and continue operations. If a plan is not available, the supplier cannot be considered the sole source for specialized components unless the supplier agrees to maintain a specified level of inventory at an off-site location.

****Cable Assemblies**

All cable assemblies and wire harnesses supplied to Pole/Zero shall have the CAGE code of the manufacturer on the label that lists the part number. The drawing and parts list revision should also be listed on the label as well.

Cables assemblies and wire harnesses shall be manufactured in accordance with IPC/WHMA-A-620, class 3, unless otherwise specified on the purchase order. Pole/Zero inspects and accepts cables and harnesses based on conformance to the specified drawing and parts list, as well as industry standards such as IPC/WHMA-A-620.

You may visit our website at www.polezero.com for additional information on Supplier Management with PoleZero.

SUPPLIER SIGNATURE (required): _____ DATE: _____

Required for supplier approval, please return this signed page to the appropriate buyer at your earliest convenience.