



December 21, 2005

Dear Vendors:

Sun Automation requires that you follow the process described below when providing inspection reports:

1. Use a copy of the Sun Automation print for the specific part being processed as a basis for the inspection report.
2. For **ALL DIMENSIONS** write the **ACTUAL DIMENSION** inspected next to the required print dimension. This includes all radius, chamfers, surface finish and required markings.
3. The print has to be dated and initialed by the inspector and sent with the part. Please retain a copy for your files.
4. If you find features that do not meet the print requirements, write the actual on the print and contact the buyer listed on the purchase order. Also, contact your buyer with any deviations prior to shipping. Submitted deviations will be reviewed and your buyer will advise you how to proceed. Non-conforming parts shipped in without first contacting Sun will be rejected.
5. Parts shipped in without inspection reports filled out as described above will be rejected.
6. If parts are shipped in with inspection reports that are incomplete the vendor may be back charged for the Sun Automation inspectors lost time spent during the review process.

Please note we are again communicating this issue to you because we are experiencing a rash of recent material (roll & shaft) receipts with incomplete paper work.

Thank you,

A handwritten signature in black ink that reads "Stephen W. Toben". The signature is written in a cursive, flowing style.

Stephen W. Toben
Purchasing Manager
Sun Automation Group