



April 27, 2005

## SUN SUPPLIED MATERIAL PROCEDURE

Dear Vendor:

It has come to our attention that there is a need for clarification on the responsibility of all parties concerned with respect to SUN supplied material. Below are standard acceptable machine shop practices we feel you should follow when working with SUN's material:

1. It is the responsibility of Sun Automation Group to provide the material per the requirements stated on the print (quality) and in the purchase order (material availability date).
2. Please inspect material before proceeding with machining. Inspection upon receipt of the material is preferred to minimize the lost time potential.
3. Contact purchasing if you find any defect or problem with the material issued to you.
4. If in the process of machining you come across a problem with the material that will affect the quality of the finished product, such as severe porosity or large carbon and air pockets. Please stop and call purchasing.
5. If you scrap the material due to some error on your part, please call purchasing and they will advise you of cost to replace the material, when it will ship to you and request a purchase order number to bill you.
6. If the material has a defect that inhibits you from completing the part, SUN will issue you new material and purchasing will negotiate a price for the machining you have performed up to this point to reimburse you. It is important that step 2, 3 & 4 as listed above are done properly to minimize lost time and cost.
7. If at any time you have a question pertaining to the material, please call purchasing immediately.

Stephen W. Toben

A handwritten signature in cursive script that reads "Stephen W. Toben".

Purchasing Manager  
Sun Automation Group