



CURTIS INSTRUMENTS INC.
200 KISCO AVE
MOUNT KISCO, NY 10549 USA

ENGINEERING SPECIFICATION

NO. POP-00-01

PAGE 1 OF 20

DATE 10/1/99

REVISION C

PURCHASING OPERATING PROCEDURE

Note: The revision level of this document and any referenced documents must be verified for latest issue before use

POP NO. POP-00-01

TITLE

SUPPLIER GUIDE

	APPROVALS	DATE	REVISIONS (SEE SHEET 2)
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1.0 TERMS & CONDITIONS

1.1 ACCEPTANCE TERMS: This purchase order together with any documents, drawings, specification, data instruction, terms and conditions submitted herewith or set forth hereon (hereinafter collectively referred to as “order”) constitutes Buyer’s offer to Seller to purchase the goods, materials and services (hereinafter “Good”) specified on the attached hereof. This offer when accepted constitutes the entire contact between the parties, and a terms or conditions (include price and delivery dates) proposed by Seller which are inconsistent with or modify this order shall be void and not effect unless and to the extent expressly accepted by Buyer in writing. Buyer shall only be bound by this order when Seller executes and returns to Buyer the acknowledgment copy of the order within fifteen (15 days) after the receipt thereof. Seller shall be bound by the order when it executes and returns the acknowledgment or when it delivers to the Buyer any of the Goods ordered, or renders any of the services ordered herein.

1.2 INVOICING, PACKING AND SHIPPING: Separate invoices are required for each purchase order. Buyer’s purchase order number must be plainly marked on all invoices, bill of lading, packages and containers, shipping documents, and correspondence pertaining to this order. A separate itemized packing slip must accompany each shipment. Seller shall be responsible for safe packing and packing and damages resulting from improper packaging will be charged to Seller. No charge of any kind for boxing, packing, crating, cartage or storage shall be allowed unless specifically agreed to by the Buyer in writing. Seller shall comply with Buyer’s shipping and routing instructions appearing on the attached order. If Seller fails to so comply, any extra expense incurred is to be charge to and assumed by the Seller. Rick of loss or damage in transit (i.e. until delivery to Buyer) shall be upon the Seller unless otherwise provided herein.

1.3 DELIVERY: Time is of the essence of this order. If seller fails to make delivery or perform the service at the time agreed upon, or performs the work hereunder in such a fashion as endangers its ability to make timely delivery or to render timely performance of service, Buyer reserves the right, without liability, and in additional to its other rights and remedies, to cancel, purchase elsewhere, and hold Seller accountable for any additional costs of damages incurred by Buyer. Acceptance by Buyer of any delivery after delivery date or otherwise shall not constitute a waiver of Buyer’s right to demand timely performance as to future deliveries or to recover damages for the later delivery or offset such against the purchase price. Seller shall promptly notify buyer in writing of any delay, threatened or actual, but such notice shall not affect any rights of Buyer hereunder, and Buyer may require that Seller ship express and/or via premium routing to avoid or minimize delay to the



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maximum extent possible, with the added cost to be borne by Seller. Buyer also reserves the right to reject deliveries made in advance of the scheduled delivery date appearing on the face hereof and to return said delivery at Seller's expense, or Buyer may accept such advance delivery and withhold payment therefor until the time payment would have been due had the delivery arrived at the scheduled time.

- 1.4 INSPECTION:** All goods order hereunder may be inspected at all times and places and at stage of production by the Buyer and, if this order is placed under a Government contract, by the Government, Buyer or its customers may conduct a final inspection within a reasonable time after the arrival of the Goods, and Buyer's acceptance of such Goods is subject to said final inspection. Such inspection may be by representative sampling. If upon inspection, any of the Goods shall be found to be defective in material or workmanship, or not in conformity with the requirements of this order, Buyer may, in addition to its other rights: (a) require prompt correction or replacement thereof at Seller's expense, including transportation charges; (b) rework, or have reworked any such goods at Seller's expense for the purpose of conforming the goods to contractual requirements; (c) reject any such goods and require the Seller to immediately remove them (Buyer to be repaid or credited the full invoice price therefor plus transportation charges) and (d) cancel the contract with respect of goods, not yet delivered. Buyer's inspection of and/or payment shall not be deemed a waiver of any Buyer's rights hereunder. Risk or loss as to Goods rejected hereunder by Buyer shall be on Seller.
- 1.5 PRICE:** Seller represents that prices quoted to or paid by buyer shall not exceed current prices charged to any other customer of seller for items which are the same or substantially similar to the Goods ordered hereunder, taking into account the quantity under consideration, and Seller will forthwith refund any amounts paid by the Buyer in excess of such price. Buyer will receive the benefit of any reduction in the price of Goods order hereunder that is made between the date of placement of this order and the date of acceptance of the goods by the Buyer. Seller prices shall comply with all applicable government regulations in effect at the time of quotation, sale or delivery.
- 1.6 CHANGES:** Buyer shall have the right at any time by written notice to make changes in drawings, specification, designs, delivery schedules, quantities, place of delivery, and packing and shipping instructions. Upon receipt of any such notice, Seller shall proceed promptly to make the changes in accordance with the terms of the notice. If any such change causes an increase or decrease in the cost of the Goods or in the time required for performance, Seller must notify Buyer in writing within ten (10 days) of the change order, and Buyer and Seller shall in good faith attempt to negotiate an equitable adjustment in price and/or delivery schedule, and shall modify this contract accordingly. Failure of Seller to notify the Buyer within the said ten day period shall constitute Seller's consent to perform the change without increase in price or change in delivery schedule.
- 1.7 WARRANTY:** In addition to Seller's standard warrant and all warranties implied by law, Seller warrants that all goods delivered hereunder shall strictly conform to applicable specifications, drawings, descriptions and samples, and will be of marketable quality of good workmanship and



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material, fit for the use intended and free from defects (including latent defect and defects in design when design is Seller's responsibility, claims encumbrances or liens. Seller's warranties, together with all warranties implied by law, shall run to Buyer and its customers or users of the goods ordered hereunder. Seller agrees that Buyer's warranty rights shall survive and shall not be affected by Buyer's inspection, approval, acceptance, use of or payment for all or any part of said goods, or by Seller's delivery of all or any part of said goods.

1.8 INDEMNIFICATION: Seller agrees to indemnify Buyer and its customers and hold them harmless from and against liability, losses and expenses, including court costs and reasonable attorney's fees, arising out of or related to any claims, demand, legal action or judgment based upon or arising out of (a) any defects in the Goods order hereunder (including latent defects and defects in design) (b) Seller's breach of any express or implied warranty; (c) Seller's breach of any other term or condition of the contract; (d) Seller's violation of any applicable local, state or Federal statute, regulation or directive. This indemnification by Seller shall also cover any goods, materials or services supplied by Seller's subcontractors.

1.9 PATENTS, COPYRIGHTS AND TRADEMARKS: Seller warrants that the sale, use or incorporation into manufactured products of the Goods furnished hereunder shall not infringe or contribute to the infringement of any valid patent, copyright or trademark. Seller agrees to protect, save harmless, and indemnify Buyer and its customers from and against all liability, losses, and expenses, including Court costs and attorney's fees, arising out of or related to any claims, demands, legal actions or proceedings for actual or alleged infringement of or interference with any patent, copyright, trademark or other right concerning the Goods furnished hereunder, which claims, demands, legal action or proceedings Seller agrees to defend. The fact that Buyer furnishes specifications to Seller with respect to any such Goods shall neither relieve the Seller from its obligations hereunder nor limit the Seller's liability therefor.

1.10 DEFAULT: In the event Seller shall fail to comply with any of its obligations under this purchase order, Buyer may terminate this order in full or in part by written notice to Seller, and may consider such non-compliance as a breach of contract. Further, Buyer may terminate for Seller's default if any proceedings in bankruptcy, voluntary or involuntary, are commenced by or against the Seller, or if any receiver is appointed with or without Seller's consent, or if Seller makes any assignment for the benefit of creditors, or if Seller commits any other act of bankruptcy or becomes insolvent or unable to meet its debts as they mature or cause to conduct its operations in the normal course of business. If this contract is terminated for default, Buyer, in addition to all other rights afforded by law for Seller's breach of contract, shall have the right to charge the Seller the amount by which the cost of fabricating or procuring the canceled Goods from another source exceed the prices specified herein, and Buyer may set off any such charge against any amounts which may become payable to Seller under the contract or otherwise. Upon such termination Seller will deliver to Buyer any of the Goods, parts or materials for which Buyer shall make written request at or after termination and Buyer will pay Seller the fair value of any such property so requested and delivered.

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1.11 TERMINATION: Without affecting its right to terminate this order under the paragraph title “DEFAULT” above, Buyer may, for its convenience, terminate work under this purchase order in whole or in part at any time by written notice to Seller. In the event of such convenience termination, Seller agrees to accept as its sole remedy for termination the cost of all work performed prior to the date of termination, including reasonable overhead and profit thereon, and reasonable costs incurred by Seller in terminating the work, less any amount recoverable as useable inventory or scrap value; provided, however, that Buyer shall have no liability whatsoever for Goods which are the Seller’s standard stock, and Seller agrees to waive all claims for damages and anticipated profits arising out of Seller’s unused or idle facilities. Notwithstanding any of the provisions of this paragraph, if this purchase order applies to the performance of a prime contract for the US Government or a subcontract or purchase order thereunder, the rights of the parties hereto upon termination for the convenience of the Buyer shall be governed by the provisions of the subcontract termination clause set forth in paragraph 8.706 of the Armed Services Procurement Regulation in effect on the date of the contract, which clause is hereby incorporated by reference and made a part hereof.

1.12 BUYER’S PROPERTY: Unless otherwise agreed in writing, all property used by Seller in connection with this order which is owned, furnished, charged to or paid for by the Buyer, including but not limited to materials, tools, dies, jigs, molds, patterns, fixtures, and equipment, and any replacement thereof, shall be and remain the property of Buyer, and may be inspected at and removed from Seller’s premises at any time without cost or expense to Buyer and Buyer shall have free access to Seller’s premises for the purpose of inspection or removing such property. All such property shall be identified and marked as Buyer’s property, used only for this order and adequately insured by Seller at its expense for Buyer’s protection in an amount equal to the replacement cost thereof, with loss payable to Buyer. Seller shall assume all liability for and maintain and repair such property and return the same to Buyer in its original condition, reasonable wear and tear expected, and when such property is no longer required hereunder, Seller shall furnish Buyer with a list thereof and shall comply with any Buyer disposition instructions applicable thereto.

1.13 TITLE TO DRAWINGS AND SPECIFICATIONS: Buyer shall at all times have title to all drawings and specifications furnished by Buyer to Seller and intended for use in connection with this order. Seller shall hold such drawings and specifications in confidence and shall use same only in connection with the order and shall not disclose such drawings or specifications or any information regarding this order to any person, firm or corporation other than Buyer’s or Seller’s employees, subcontractors or Government inspectors. Seller shall upon Buyer’s request or upon completion of the order, promptly return all drawings, specifications and documents supplied by Buyer. Seller shall impose and enforce the restrictions contained in this paragraph upon its employees, subcontractors and suppliers.

1.14 COMPLIANCE WITH LAW: Seller warrants that in the performance of this contract it will comply with all applicable laws, executive orders, regulations, ordinances, proclamations, demands and requisitions of the Federal Government or any state or local government authority which may now or hereafter govern performance hereunder, all of which are incorporated herein by reference



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and made a part hereof. Without limiting the generality of the foregoing, Seller warrants and represents (any will expressly warrant and represent on each invoice) that all Goods specified on this order will be manufacturer and furnished by Seller in accordance with all applicable standards, provisions, and stipulations of the FAIR LABOR STANDARDS ACT OF 1938 (52 STAT 1060, 29 U.S.C.201) Seller will indemnify and save Buyer harmless from or against any and all losses, penalties, claims and expenses (including court costs and reasonable attorney's fees) resulting from Seller's noncompliance of this paragraph.

1.15 SET OFF: Buyer shall be entitled at all times to set off any amount owing at any time from Seller to Buyer against any amount payable to Seller by Buyer under this order or at any other time.

1.16 ASSIGNMENT AND SUBCONTRACT: Neither this order nor any of the sums due or to become due hereunder or any of the work to be performed hereunder may be assigned by Seller, nor may Seller subcontract for completed or substantially completed goods that are to be furnished hereunder or major components thereof with Buyer's prior written consent. The terms and conditions of this order shall bind any permitted successors and assigns. Any consent by Buyer to assignment shall not be deemed to waive Buyer's right to set off of Buyer's claim arising out of this or any other truncations with Seller, or to settle or adjust matters with Seller without notice to permitted successions and assigns.

1.17 REMEDIES-WAIVER: The rights and remedies provided Buyer herein shall be cumulative, and in addition to any other rights and remedies provided by law or equity. Buyer's waiver of Seller's breach of any term or condition of this order shall not constitute a waiver of any other breach by Seller, either of the same term or condition, or of any other term or condition hereof. Failure or delay of Buyer to insist upon strict performance of any of the terms or conditions hereof, or to exercise any rights or remedies provided herein or by law, or to properly notify Seller in the even of breach, or Buyer's acceptance of or payment for any goods hereunder or approval of any design, shall not release Seller from any of the warranties or obligations of this order and shall not be deemed to waiver of any right of Buyer to insist upon strict performance thereof, or of any rights or remedies of Buyer as to any such Goods.

1.18 EFFECT OF INVALIDITY: The invalidity in whole or in part of any provision hereof shall not affect the validity of any other provision.

1.19 NOTICE OF LABOR DISPUTE: Whenever an actual or potential labor dispute is delaying or threatens to delay the timely performance of this order, Seller shall immediately give Buyer notice thereof, including all relevant information with respect thereto.

1.20 AUDIT: Seller shall maintain up-to-date records pertaining to the cost of performing this order, in such detail as will accurately reflect all net costs, direct or indirect, of labor, materials, equipment, supplies and services for which payment is to be made hereunder. Such records shall be subject to audit by Buyer if this order is on a cost-plus-fixed-fee basis, or whenever, in the opinion of the Buyer, such records are relevant.



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1.21 GOVERNMENT CONTRACTS: If this order indicates that it is placed under a government contract, Seller agrees to allow the Comptroller General of the United States or any duly authorized government representative to have access to and the right to examine any directly pertinent books, documents, papers and records of Seller involving transactions related to this order. Seller further agrees to comply with all Government Procurement Regulations applicable to such orders, where they be ASPR or SASA Procurement Regulations or otherwise.

1.22 NONDISCRIMINATION IN EMPLOYMENT: Seller will not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. Seller will comply with all applicable Federal, state and local laws, executive orders and regulations pertaining to Equal Employment Opportunity.

1.23 UTILIZATION OF MINORITY OWNED BUSINESS: To support Government policy as declared by Congress, and as consistent with the efficient performance of this order, Seller agrees to accomplish a maximum amount of subcontracting to small business and minority owned business concerns when such can be done at prices no higher than are obtainable elsewhere.

1.24 APPLICABLE LAW: This order shall be deemed to have been entered into and shall be construed and interpreted in accordance with the laws of the State of New York.

1.25 CURTIS INSTRUMENT, INC WILL NOT BE RESPONSIBLE FOR ANY INCREASE, OR ADDITIONAL CHARGES OF ANY KIND, TO THE AMOUNT SHOWN ON THIS PURCHASE ORDER, UNLESS WRITTEN AUTHORIZATION IS GIVEN BY THE PURCHASING DEPARTMENT. SHIPMENTS IN EXCESS OF QUANTITIES ORDERED AND/OR DELIVERED AHEAD OF SCHEDULE MAY BE RETURNED AT VENDOR'S EXPENSE UNLESS PRIOR APPROVAL BY CURTIS INSTRUMENTS, INC. GROUP



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2.0 INVOICING

2.1 Do not include the original invoice with shipments of materials. Mail all original invoices to:

Curtis Instruments, Inc.
Accounts Payable
200 Kisco Avenue
Mt. Kisco, NY 10549

2.2 Terms of payments begin from date of receipt of materials or invoice date, whichever is later. If either materials or invoice is received on or after the 27th of a month, then terms begin on the first of the following month.

3.0 SUPPLIER COMPLIANCE

3.1 YEAR 2000 compliance is the responsibility of the supplier. Supplier represents and warrants that of the date hereof Supplier has a good faith basis for believing that it and all its facilities, goods and services supplied to Curtis Instruments, Inc. are, or by April 30, 1999 shall be, YEAR 2000 compliant and function without fault or error in the processing of date and date-related data and information for the years 2000 and beyond. Supplier shall permit Curtis Instruments, Inc. reasonable access to its systems and facilities to audit and test the accuracy of such representation and warranty.

4.0 CURTIS INSTRUMENTS, INC. PURCHASER RIGHTS

4.1 Purchase Orders are not valid unless signed by the buyer and/or countersigned by the Purchasing Management of Curtis Instruments, Inc.

4.2 Curtis Instruments, Inc. may refuse or return shipment at supplier's expense and without prior supplier's return authorization when:

- Shipments are received before the "tolerance window". "Tolerance window" for receipt of materials is defined as 8 working days prior to dock date, zero days late.
 - Goods received after the "tolerance window" are also subject to charge back to the supplier for freight and administrative cost of \$100.00.
 - Shipment in excess of quantities ordered.
 - Goods not to specification requested or which are not specified in the purchase order.
 - Goods which are not represented or as warranted.
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- Merchandise not up to specifications or quality standards will be returned at Supplier's expense, including transportation both ways.
- 4.3** Purchaser reserves the right to cancel all or any part of this order which has not actually been shipped by the supplier in the event the purchaser's business is interrupted because of strikes, labor disturbances, lockouts, riot, fire, acts of God, or any other cause, whether like or unlike the foregoing, if beyond the reasonable efforts of the purchaser to control.
- 4.4** We reserve the right to cancel this order or reject any shipments made in violation of instructions of this order. Any losses incurred, as a result of deviation from these instructions will be charged to the supplier's account.
- 4.5** We reserve the right to charge back losses associated to production line stoppages that are a direct result of:
- Late delivery
 - Non-Conforming Material - Supplier will incur all costs for replacement and/or rework of defective materials
 - Recalls by Supplier
- 4.6** Acceptance of this Supplier Guide or shipment of any part against PO's dated after 01/31/99 constitutes an agreement to all stipulations.

5.0 QUALITY ASSURANCE

- 5.1** The term quality incorporates all processes including paperwork accuracy (i.e. bar-code labels, correct part numbers, and quantities shipped, etc.) the use of the appropriate shipping containers, and compliance with Curtis Instruments, Inc. drawings and/or specifications. In addition criteria defined on the enclosed "**SUPPLIER QUALITY GUIDELINES**" (current REV), QOP-00-01 should be considered part of these instructions.

6.0 MATERIAL HANDLING SPECIFICATIONS

- 6.1 PACKING AND SHIPPING:** Mark each carton or shipping container, in the case of master packing, the inner cartons should be marked as follows:
- Purchase Order Number and Line Item Number of Purchase Order
 - Curtis Part Number
 - Number of Cartons (1 of 5, 2 of 5, etc.)
 - Quantity per part
 - Tracking Number when appropriate under Auto Replenishment program.
- 6.2** Place one copy of the packing slip in a pouch on the outside of carton number one, and a second copy of the packing slip marked "duplicate" inside of carton number one.
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- 6.3** All shipments scheduled for the same week and consigned to the same Curtis facility must be combined on one Bill of Lading to determine the proper freight and selection of preferred carrier. Only one shipment per week will be accepted at Curtis Instruments' expense unless an authorization number has been granted by the Logistics Department or. Supplier is under the Curtis Instruments, Inc. Auto Replenishment program are exempt.
- 6.4** When indicated on the purchase order, separate material into lots with one packing slip for each lot.
- 6.5** If the Quantity of the Purchase Order Line Item is not completely shipped, all freight charges on subsequent shipments of that Line Item are at the Supplier's expense, this must be fully prepaid, unless authorization is given from the Logistics Department.
- 6.6** The "tolerance window" for receipt of materials is defined as 8 working days prior to due date, zero days late.
- Freight charges are the responsibility of Curtis Instruments, Inc. (unless otherwise stated on the Purchase Order) only when the goods are received within "tolerance window" and the correct carrier has been selected from the Routing Guide instructions.
 - Freight charges will be charged back when goods are received outside of the "tolerance window," or if the wrong carrier was selected, or when multiple shipments within the same week were not combined on the same waybill.
 - Late shipments should be shipped via Air or other expedited service at the Supplier's expense.
- 6.7** Return Materials due to non-compliance with this Supplier's Guide instructions will be subjected to a processing charge of \$100.00 to offset the administrative cost.
- 6.8** Insurance should not be declared on the shipping documents for those shipments where Curtis Instruments, Inc. is responsible for the freight charges.
- 6.9** Single cartons shall not exceed 50 LB unless approved by the Logistics Department.
- 6.10** Special Note - Any shipments at the supplier's expense may be routed by their preferred carriers, but must still arrive within our tolerance window.

7.0 PURCHASE ORDER DEVIATION

- 7.1** In addition to the above instructions, deviations from our purchase order, as listed below, will result in increasing the Supplier Cost Index. The supplier cost index is a monetary calculation that will be used by Purchasing to weigh a supplier's performance for future business opportunities.
- Carton number one does not contain the requested packing slips.
 - PO number is missing, or is incorrect, or incomplete on the carton.
 - Merchandise is received outside the "tolerance window."
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- The wrong material is shipped.
 - Separate purchase orders were not packed in separate cartons. (Exceptions would be when master packing is utilized).
 - Cartons are not marked with Curtis Part Numbers and Quantities
 - Overshipped merchandise received was not ordered.
 - Substitute merchandise received was not approved.
 - Material not shipped in accordance with Curtis Instruments, Inc. Routing Guide instructions with respect to carrier selection.
 - Certificate of Compliance not provided when required.
 - Bill of Lading not showing PO numbers and proper freight classification.
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8.0 MTK - ROUTING GUIDE INSTRUCTIONS

Tel 914-666-2971; Fax 914-666-2188
Curtis Instruments, Inc.
200 Kisco Ave
Mt. Kisco NY 10549

- 8.1** Please allow enough transit time for goods to arrive by the dock date specified on our Purchase Orders. For class verification please contact Joanne DeGregory at 914-666-5787 or John Miller, 914-666-2971 x 138.
- 8.2** Shipments must be noted as freight collect with our account numbers referenced or when appropriate "Third Party Billing Prepaid" to Curtis Instruments, Mt. Kisco, NY. Purchase Order numbers must be noted on the Bills of Lading with the individual carton count by Purchase Order.



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8.3 Specific routing on the face of the purchase order must be adhered to unless permission to deviate is given by Curtis Instruments, Inc.

Any shipment under 200 LBS should ship via UPS Ground. Collect Account #143062

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7
CT	AL	AR	KS	CO	AZ	CA
DC	GA	IA	ND	MT	NV	OR
DE	IN	IL	NE	NM	ID	WA
FL	KY	LA	OK	WY	UT	
MA	MI	MN	SD			
MD	OH	MO	TX			
ME	TN	MS				
NC	WV	WI				
NH						
NJ						
NY						
PA						
RI						
SC						
VA						
VT						

Zone 1, 2 & 3

- Any shipment up to 200 LB that does not exceed 8 cartons, ship via UPS Ground. Collect Account #143062.
- 201 LB - 400 LB, or exceeding 8 cartons ship via AEI Roadstar or UPS, 100 weight.
- 401 LB or greater ship via APA Transport. If the NMFC class is greater than 70 or if APA does not service your area ship via AEI Roadstar.

Zone 4 & 5

- Any shipment up to 150 LBS. that does not exceed 8 cartons, ship via UPS Ground. Collect Account #143062.
- 126 - 250 LB, or exceeding 8 cartons ship via AEI Roadstar or UPS Hundred Weight.
- 251 - 500 LB and if the NMFC class is 65 or lower ship via APA Transport, Overnight, or Roadway, which ever services your location, over class 65 AEI Roadstar.
- 500 LBS. or greater ship via APA transport, Overnight, or Roadway, which ever services your location.

Zone 6 & 7

- Any shipment up to 100 LBS. that does not exceed 8 cartons ships via UPS Ground. Collect Account #143062.
- 76 LB. - 500 LB ship via AEI Roadstar or UPS Hundred Weight.
- 500 LB or greater ship via Overnight or Roadway.

Expedited Shipments at Curtis’s request: UPS Freight collect Account #143062, or FED EX Collect 0106-12772-0.



CURTIS INSTRUMENTS INC.
200 KISCO AVE
MOUNT KISCO, NY 10549 USA

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9.0 PMC - ROUTING GUIDE INSTRUCTIONS

Shipping Information for shipments originating in the continental United States Destined. For Curtis PMC, Dublin California.

Tel 925-828-5001, Fax 925-833-8777

Curtis Instruments

6723 Sierra Court, Unit A

Dublin CA 94568

9.1 Please allow enough transit time for goods to arrive by the dock date specified on our Purchase Orders. For class verification please contact Joanne DeGregory at 914-666-5787 or John Miller, 914-666-2971 x 138.

9.2 Shipments other than UPS must be noted as freight collect with our account numbers referenced or when appropriate "Third Party Billing Prepaid" to Curtis Instruments, Mt. Kisco, NY Purchase Order Numbers must be noted on the Bills of Lading with the individual carton count by Purchase Order.



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9.3 Specific Routing on the face of the purchase order must be adhered to unless permission to deviate is given by Curtis Instruments, Inc.

Any shipment less than 200 LBS should ship via UPS Ground. Collect Account #970323

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7
CA	AZ	CO	KS	AR	AL	CT
OR	NV	MT	ND	IA	GA	DC
WA	ID	NM	NE	IL	IN	DE
	UT	WY	OK	LA	KY	FL
			SD	MN	MI	MA
			TX	MO	OH	MD
				MS	TN	ME
				WI	WV	NC
						NH
						NJ
						NY
						PA
						RI
						SC
						VA
						VT

Zone 1, 2 & 3

- Any shipment up to 200 lbs that does not exceed 8 cartons, ship UPS Ground collect Account #970323.
- 201 LB - 400 LB., or exceeding 8 cartons, ship via AEI Roadstar .
- 401 LB or greater ship via GI Trucking with in California, Overnight, or Roadway.

Zone 4 & 5

- Any shipment up to 150 LB that does not exceed 8 cartons, ship via UPS Ground. Collect Account #970323.
- 26 LB. - 250 LB or exceeding 8 cartons ship via AEI Roadstar.
- 251 LB. – 500 LB and if the NMFC class is 65 or lower, ship via Overnight or Roadway, whoever services your location, over class 65 AEI Roadstar.
- 500 LB or greater ship via Overnight or Roadway, which ever services your location.

Zone 6 & 7

- Any shipment up to 75 LB that does not exceed 5 cartons ship via UPS Ground. Collect Account #970323.
- 75 LB. - 500 LB ship via AEI Roadstar.
- 500 LB or greater ship via Overnight or Roadway.



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Expedited Shipments at Curtis's request - UPS freight collect 970323 or FED EX. Collect 1838-0480-4

10.0 PR ROUTING GUIDE INSTRUCTIONS

Tel 787-757-9060, Fax 787-757-9084
Curtis Instruments Puerto Rico, Inc.
Puerto Rico Industrial Park
K.M. 12.6 65th Infantry Road
Carolina, PR 00985
Tax # M00561

10.1 Tax # M00561 must be on be on all shipping documentation.

10.2 If shipment dollar value exceeds \$2,500.00 the shipment documentation must include a Shipper's Letter of Export Declaration. Lack of this document will delay delivery and result in additional charges from the carrier that will be debited back to the supplier.

10.3 Please allow enough transit time for goods to arrive by the dock date specified on our Purchase Orders. For class verification please contact Joanne DeGregory, 914-666-5787 or John Miller, 914-666-2971 x 138.

10.4 Shipments must be noted as freight collect with our account numbers referenced or when appropriate "Third Party Billing Prepaid" to Curtis Instruments, Mt. Kisco, NY. Purchase Order Numbers must be noted on the Bills of Lading with the individual carton count by Purchase Order.

Zone 1 - CT, DC, DE, FL, GA, MA, MD, ME, NC, NH, NJ, NY, PA, RI, SC, VA, VT, WV.

- Any shipment up to 35 LB. ship UPS Blue, two-day delivery Collect 725093, or Fed Ex International Economy Collect Account #1377 0858 2.
- 36 LB. - 299 LB. ship AEI Deferred, three to five day delivery.
- 300 LB. - 499 LB. and is NMFC class 60 or lower, ship by Ocean using APA.

If APA does not service your area, use Roadway or Overnight.

- 300 LB. - 499 LB. if NMFC class is greater than 60 ship AEI Deferred
- 500 LB. - 5,000 LB. and is NMFC 60 or lower ship by Ocean using APA.

If APA does not service your area, use Roadway or Overnight.

If shipment weight is greater than 5,000 LB. or if the NMFC class is greater than 60, then contact the Logistics Department for special routing.

Zone 2 - AL, AR, IL, IN, IA, KS, KY, LA, MI, MN, MS, ND, NE, NM, OH, OK, SD, TN, TX, WI, WY.

- Any shipment up to 50 LB. ship UPS Blue, two day delivery Collect 725093, or Fed Ex International Economy Collect Account #1377 0858 2.
- 51 LB. - 349 LB ship AEI Deferred, three to five day delivery.



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- 350 LB. - 499 LB and rated at NMFC class 60 or lower ship by Ocean via Overnight, or Roadway (Shippers from Ohio, only use APA).
- 350 LB. - 499 LB. and rated at NMFC class is greater than 60 use AEI Deferred.
- 500 LB. - 5,000 LB. ship via Overnight or Roadway, (Shippers from Ohio, only use APA).
- If shipment weight is greater than 5,000 LB., then contact the Logistics Department for special routing.

Zone 3 - AZ, CA, CO, ID, NV, OR, UT, WA.

- Any shipment up to 50 LB. ship UPS Blue two day delivery. Collect 725093.
- 51 LB. - 399 LB. ship AEI Deferred.
- 400 LB. - 600 LB. and rated at NMFC class 65 or lower ship by Ocean using Overnight, or Roadway.
- 400 LB. – 500 LB. and NMFC class is greater than 65, then ship via AEI Deferred.
- 501 LB. - 5,000 LB. ship via Ocean using Overnight or Roadway.
- If shipment weight is greater than 5,000 LB., then contact the Logistics Department for special routing.

Expedited Shipments at Curtis's request - UPS Freight Collect 725093, or Fed Ex International Economy Collect Account #1377 0858 2.

For NMFC class verification please contact Joanne DeGregory at 914-666-5787.

11.0 CONTACTS

11.1 AEI

- Phone pick ups to 1-800-234-2778. This will be routed to the local AEI Terminal.
- Shipper must indicate on AEI Air Bill Curtis contract number #66635.
- Shipper must indicate payment terms as "Third Party Billing Prepaid to Curtis Instruments, Inc.
200 Kisco Avenue
Mt. Kisco, NY 10549

11.2 APA TRANSPORT

- Information Phone number 201-869-6600. They will advise local terminal number for pickups.
 - Shipper must indicate on Bill of Lading Curtis's account number #213076.
 - Shipper must indicate payment terms as "Third Party Billing Prepaid to Curtis Instruments, Inc.
200 Kisco Avenue
Mt. Kisco, NY 10549
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11.3 ROADWAY EXPRESS, INC.

- Contact 1-800-762-3929 for advice on local terminal number for pick-ups, and assistance in defining NMFC classes and any other questions.
- Shipper must indicate payment terms as “Third Party Billing Prepaid” to
Curtis Instruments, Inc.
200 Kisco Avenue
Mt. Kisco, NY 10549

11.4 OVERNIGHT TRANSPORTATION CO.

- Contact 1-800-333-7400 for advice on local terminal number for pick-ups, and assistance in defining NMFC classes and any other questions.
 - Shipper must indicate on Bill of Lading Curtis’s Account #97918472.
 - Shipper must indicate payment terms as “Third Party Billing Prepaid” to
Curtis Instruments, Inc.
200 Kisco Avenue
Mt. Kisco, NY 10549
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