



ECO Finishing Co. - Purchase Order Guidelines

To ensure swift and accurate finishing services, we kindly request that you include the following information on your Purchase Orders. Items marked in **bold** are mandatory, while the additional items are highly appreciated. Providing this information upfront will help eliminate clarifications, reduce processing delays, and guarantee the accuracy of your order, ultimately delivering correctly finished parts.

Mandatory Information:

- **PO number**
- **Issue Date**
- **Due Date**
- **Customer Name**
- **Part Number**
- **Alloy/Material specifications (especially for aluminum or stainless-steel parts, e.g., Aluminum 6061, Stainless Steel 304).**
- **Requested Process (e.g., MIL Spec, AMS Spec)**
- **Quantity**
- **Thickness (if outside of MIL or AMS specs)**
- **If precise thickness checks are needed during plating, please supply go/no-go gauges/pins (these will be returned with your parts).**
- **Part drawing is required when masking is specified, or printing is indicated on the purchase order. Please ensure it is the most current revision.**
- **Racking instructions and location required for Anodizing, Hard Coat, or any other process involving parts with critical surfaces. This information should be noted on the Purchase Order and Print. Processing delays may occur if these details are not supplied. If not specified, best practices will be used. Eco Finishing Co. will assume no responsibility for damaged parts if this information is missing.**
- **Shipping instructions: please specify the ship-to address, carrier preference, required service (Ground, Red, Blue, etc.), and account number.**

Additional Information:

- Color matching requests must include a color sample.
- Special sealing and packaging instructions.
- Quality certification (specification and revision number required).
- Container description (e.g., skids, totes, bags, boxes).
- Ensure containers are clearly identified for faster processing (e.g., container X of Y, company name, PO#, part ID#).
- Reference quote number received, if provided.
- For rework requests, please specify "**REWORK**" and return parts to us with attention to the **Quality Department** for authorization.
- Expedited requests may incur additional charges and require approval from our Expeditor.
- Additional processes such as baking, blasting, packaging, and specific racking/masking instructions may incur extra costs if not quoted.

If you have any questions, please feel free to contact us at **763 574-1000** or via email at CustomerSupport@ecofinishing.com. Thank you for your cooperation.