

# FRONTIER ELECTRONIC SYSTEMS SUPPLIER SURVEY REPORT

**THIS SECTION TO BE COMPLETED BY FES**

TYPE OF SURVEY: Mail-Out  On-Site  Phone  Recertification  Follow-up

SUPPLIER CLASSIFICATION: Group I  Group II  Other \_\_\_\_\_

## SUPPLIER'S QUALITY SYSTEM

**A. SUPPLIER** **SURVEY DATE:** \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Quality Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Supplier Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**B. SUPPLIER CERTIFICATION**

Is the Supplier AS9100 Certified? Yes:  No:   
 ISO 9001

List any other Certifications presently held:

Certification	Date of Certification	Certified By
NASA 8739.1	_____	_____
NASA 8739.4	_____	_____
J-STD-001	_____	_____
_____	_____	_____

NOTE: Please attach a copy of your Company's AS9100/ISO Certification (if applicable) or any other pertinent Certifications.

**C. SUPPLIER INFORMATION**

1. Identify below or attach a list of the types/categories of Products Manufactured:

\_\_\_\_\_  
 \_\_\_\_\_

2. Number of shifts: 1 _____, 2 _____, 3 _____	<b>YES</b>	<b>NO</b>
Number of employees: _____		
3. Number in Quality: _____ Years in business: _____		
4. Do you have a delegated active Material Review Board?	_____	_____
a. Delegated by? _____		
5. Calibration performed: In-house _____, Outside: _____, Both: _____		
6. Is GSI (Government Source Inspection) available?	_____	_____
a. Is GSI resident _____ Itinerant _____		

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7. Percent Government business: \_\_\_\_\_%

**YES**                      **NO**

8. Is a Security Clearance required for visiting your facility? \_\_\_\_\_
- a. If YES, which level: Confidential \_\_\_\_\_, Secret: \_\_\_\_\_, Other: \_\_\_\_\_
9. Is the Supplier an OEM, franchised distributor, or a non-franchised distributor?
- OEM       Franchised Distributor       Non-Franchised Distributor

**D. SUPPLIER BACKGROUND INFORMATION**

1. Supplier's experience with FES purchase orders:                      None\_\_\_\_\_, Past\_\_\_\_\_, Present\_\_\_\_\_

a. If past or present, list product types: \_\_\_\_\_

2. Supplier's major customers and programs:

Customer	Program	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List Process Capabilities:

Process	In Accordance with	Mil-Spec
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**E. COUNTERFEIT PARTS AVOIDANCE**

**Any No or N/A responses to below questions require a written explanation to be submitted as an addendum to the Supplier Survey.**

	YES	NO	N/A
1. Do you have a counterfeit parts avoidance process in place compliant with AS5553?	_____	_____	_____
2. Are there any counterfeit parts issues (reference GIDEP, ERAI, and other tools);	_____	_____	_____
3. Supplier's vendor selection process prefers authorized sources;	_____	_____	_____
4. Supplier has compliance procedures for moisture sensitive product handling standards;	_____	_____	_____
5. Supplier has requirement for minimal inspection to IDEA-STD-1010 of product purchased from unauthorized suppliers; and	_____	_____	_____
6. Supplier has procedures for containment and non-return of parts deemed to be counterfeit.	_____	_____	_____

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**If a copy of current, valid AS9100/ISO Certification is provided, completion of section F thru EE is not required. Please proceed immediately to page 11 to sign and date this form.**

**F. ORGANIZATION**

1. QA/QC Management

Name:	Title	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

2. Manufacturing Management

Name	Title	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

3. Sales Management

Name	Title	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

4. What is the number of Inspection Personnel in your facility? \_\_\_\_\_

5. How many are Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

6. What is the Ratio of Production Direct Personnel to Inspection Direct Personnel \_\_\_\_\_: \_\_\_\_\_

7. Do you have a company organization chart? Yes  No  N/A

8. Do you have a Quality Organization chart? Yes  No  N/A

9. Does your Company have a Quality Manual? Yes  No  N/A

NOTE: Please return a copy of your Quality Manual with this survey if Yes.

**(Copy of Quality Manual not required if a copy of current, valid ISO certification is provided.)**

10. Is your Quality System in Accordance with:

ISO 10012 \_\_\_\_\_ ISO/IEC 17025 \_\_\_\_\_ ISO 9001 \_\_\_\_\_

DAR 7-103.5 \_\_\_\_\_ FAR 52.246-2 \_\_\_\_\_ AS9100 \_\_\_\_\_

Other \_\_\_\_\_

**YES    NO    N/A**

11. Is there an Inspection Plan in lieu of a Quality Manual? \_\_\_\_\_

12. Does your Quality Manual describe Quality's responsibility and Authority? \_\_\_\_\_

13. Is your Quality Manual/Inspection plan available for use by all Quality Personnel? \_\_\_\_\_

14. Your Quality Manual/Inspection plan is issued to: (Mark all that Apply)

Managers     Supervisors     Inspectors     Others

15. Is the Inspection/Test system documented? \_\_\_\_\_

16. Are specific inspection/test procedures included? \_\_\_\_\_

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- |  |       |       |       |
|--|-------|-------|-------|
| 17. Do Personnel performing quality functions have sufficiently well-defined responsibilities, authority, and organizational freedom to: |       |       |       |
| a. Identify and evaluate quality problems?   | _____ | _____ | _____ |
| b. Initiate, recommend or provide solutions?   | _____ | _____ | _____ |
| 18. Are there inspection plans and product flow charts prepared and maintained, that show the location of inspection stations?           | _____ | _____ | _____ |
| 19. Does documentation show that management regularly reviews the status of the quality program?   | _____ | _____ | _____ |

**G. INITIAL QUALITY PLANNING** **YES NO N/A**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Are contracts reviewed to identify and make timely provisions for special or unusual quality requirements? |       |       |       |
|   | _____ | _____ | _____ |

**H. WORK INSTRUCTIONS** **YES NO N/A**

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Are all inspections and tests documented?                               |       |       |       |
| a. Does this include in-process inspections/tests?                         | _____ | _____ | _____ |
| b. Is documentation clear, complete and current?                           | _____ | _____ | _____ |
| c. Is documentation available?   | _____ | _____ | _____ |
| 2. Are detailed instructions used for all operations that affect quality?  | _____ | _____ | _____ |
| 3. Are instructions reviewed/monitored by Quality for:                     |       |       |       |
| a. Accuracy?   | _____ | _____ | _____ |
| b. Completeness?   | _____ | _____ | _____ |
| c. Worker compliance?  | _____ | _____ | _____ |
| 4. Are personnel trained in the use of Work Instructions, Procedures, etc. | _____ | _____ | _____ |

**I. QUALITY RECORDS** **YES NO N/A**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Are current, complete and accurate records of quality activities on file and maintained?   |       |       |       |
|   | _____ | _____ | _____ |
| 2. Do inspection/test records indicate the:   |       |       |       |
| a. Nature and number of observations made?  | _____ | _____ | _____ |
| b. Number and types of deficiencies found?  | _____ | _____ | _____ |
| c. Quantities approved and suspended?   | _____ | _____ | _____ |
| d. Nature of corrective action?   | _____ | _____ | _____ |
| 3. Does management action reflect the use of quality records data and analysis?   | _____ | _____ | _____ |
| 4. Are in process inspections documented in such a manner as to provide a positive inspection status of items/materials?                        | _____ | _____ | _____ |
| 5. Does your company perform any Sampling Inspections?  | _____ | _____ | _____ |
| 6. Are Records maintained as a source of objective Quality Evidence and traceable to Sub-Suppliers, for review by Customer/Government Agencies? | _____ | _____ | _____ |
| 7. Number of Years maintained? _____  |       |       |       |

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	YES	NO	N/A
<b>J. CORRECTIVE ACTION</b>			
1. Does your Company maintain a Corrective Action system?	_____	_____	_____
2. Does corrective action extend to suppliers?	_____	_____	_____
3. Do you take Corrective Action on buyer reported deficiencies?	_____	_____	_____
4. Is product examination conducted on scrap and rework to determine the extent and causes of defects?	_____	_____	_____
5. Is the effectiveness of corrective action reviewed?	_____	_____	_____
6. Are statistical analyses used to identify quality trends and gain corrective action?	_____	_____	_____
a. Does data include items submitted to the customer?	_____	_____	_____
b. Are causes of potential defects identified and corrected?	_____	_____	_____
c. Are there charts and graphs that reflect sufficient data, causes and corrective actions to substantiate adequate process controls thus assuring the quality of the product?	_____	_____	_____
<b>K. COSTS RELATED TO QUALITY</b>			
1. Is quality cost data collected and used as a management tool to prevent or correct unfavorable trends and minimize total expenditures?	_____	_____	_____
2. Does management know the cost of scrap and rework in comparison to the cost of preventing scrap and rework?	_____	_____	_____
<b>L. DRAWINGS, DOCUMENTATION AND CHANGE CONTROL</b>			
1. Are the latest applicable engineering drawings, specifications, and instructions available at the time and place of inspection?	_____	_____	_____
a. Of test?	_____	_____	_____
b. Of production?	_____	_____	_____
2. Are there written procedures describing change control for items such as Engineering Changes, Deviations, and Waivers?	_____	_____	_____
3. Do records show the effectivity of change incorporation?	_____	_____	_____
4. Do procedures ensure the current levels, completeness, and adequacy of drawings?	_____	_____	_____
5. Are obsolete drawings removed from operating areas?	_____	_____	_____
6. Are there procedures for processing change proposals that require government and/or customer approval?	_____	_____	_____
7. Is there sufficient documentation to produce articles in conformance with design and engineering requirements?	_____	_____	_____
8. Are configurations listed on the contract/purchase order(s) flowed thru production to final inspection?	_____	_____	_____

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<b>M. MEASURING AND TEST EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is a list of measuring/test equipment available and maintained?	_____	_____	_____
2. Is calibration performed: In-house_____, Outside_____, Both_____?	_____	_____	_____
3. Does the calibration system comply with ISO 10012 or ISO/IEC 17025?	_____	_____	_____
4. Is the specialized test equipment used for acceptance purposes in calibration?	_____	_____	_____
5. Are the necessary gauges and test equipment available?	_____	_____	_____
6. Is the test and measuring equipment properly maintained?	_____	_____	_____
7. Are the measurement standards certified and traceable to current government standards?	_____	_____	_____
8. Does the equipment control system:			
a. Prevent the use of inaccurate equipment?	_____	_____	_____
b. Provide for prompt repair and replacement?	_____	_____	_____
9. Are the supplier's subcontractors required to have a system which ensures the accuracy and calibration of their test and measuring equipment?	_____	_____	_____
10. Is the measuring and test equipment used for acceptance purposes identified to indicate the date last calibrated, by whom, and next calibration date?	_____	_____	_____
11. Are approved test procedures or tech manuals used to calibrate special test equipment?	_____	_____	_____
<b>N. PRODUCTION TOOLING USED AS A MEDIA OF INSPECTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is all tooling used as inspection equipment proved for accuracy prior to use?	_____	_____	_____
2. Is such tooling re-inspected at established intervals?	_____	_____	_____
3. Are tooling re-inspection intervals as frequent as needed?	_____	_____	_____
4. Is computer tooling (tapes, discs, downloads, etc.);	_____	_____	_____
a. Proved for accuracy prior to use?	_____	_____	_____
b. Under configuration verification and control?	_____	_____	_____
c. Periodically re-verified for accuracy?	_____	_____	_____
<b>O. USE OF SUPPLIER'S INSPECTION EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is inspection/test equipment made available to customer Quality for verification of the supplier's results?	_____	_____	_____
2. Are supplier personnel provided to perform/assist if needed?	_____	_____	_____
3. Are all associated inspection/test documentation available for Government/FES review?	_____	_____	_____
<b>P. ADVANCED METROLOGY REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are requests for proposals and/or contracts reviewed to identify unusual precision measurement requirements?	_____	_____	_____
2. Does the review include the identification of precision measurement needs that exceed the known "State of the Art"?	_____	_____	_____

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<b>Q. CONTROL OF PURCHASES – RESPONSIBILITY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Do you have a Qualified Supplier List or equivalent?	_____	_____	_____
2. Are Quality surveys used to qualify/re-qualify suppliers?	_____	_____	_____
3. Are components procured from only a Qualified Products List (QPL) or other Government/FES approved list/suppliers?	_____	_____	_____
4. Is part of the criteria for supplier selection based upon the supplier's past record of performance?	_____	_____	_____
5. Do you have a method of removing obsolete and unacceptable suppliers?	_____	_____	_____
6. Are quality surveys and source inspections utilized for ensuring product quality?	_____	_____	_____
7. Is receiving inspection used to assure product quality?	_____	_____	_____
<b>R. CONTROL OF PURCHASES - PURCHASING DATA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Do purchasing documents contain a complete description of the supplies ordered and include by statement or reference all requirements for Mil-Spec, configuration, manufacturing, inspection, testing and packing?	_____	_____	_____
2. Does the supplier maintain complete control of any design changes requested or required by their suppliers?	_____	_____	_____
3. Are purchase orders screened/monitored for all quality requirements including the use of only approved suppliers?	_____	_____	_____
4. Are established written procedures utilized for the Quality Control of purchased materials and services?	_____	_____	_____
5. Do you require, and maintain on file, all certifications of material if required by purchase order?	_____	_____	_____
<b>S. MATERIAL CONTROL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are all materials and supplies inspected upon receipt to assure technical conformance?	_____	_____	_____
2. Are raw materials inspected for conformance to the applicable physical, chemical and technical requirements using lab analysis as necessary?	_____	_____	_____
3. Are Materials traceable to the Chemical/Physical Analysis, Certifications of compliance, or test documents?	_____	_____	_____
4. Do receiving inspection records indicate acceptance or rejection of incoming material, including quantities?	_____	_____	_____
5. Do you require your suppliers to exercise the same controls for raw materials?	_____	_____	_____
6. Are there controls to prevent the use of non-conforming raw materials?	_____	_____	_____
7. Does your company have controls to properly segregate customer furnished material and assure its use in the intended end item?	_____	_____	_____
8. Does your company have procedures for the control and issuance of material for production use?	_____	_____	_____
9. Do you maintain shelf-life controls over all material where applicable?	_____	_____	_____

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<b>T. PRODUCT PROCESSING AND FABRICATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Do you have published workmanship standards?	_____	_____	_____
a. What basic standard does the Workmanship Manual satisfy? MIL-HDBK-454_____, J-STD-001_____, Other:_____			
2. Are production operations accomplished under controlled conditions?	_____	_____	_____
3. Is accept/reject criteria being provided for product inspections and for monitoring methods, equipment, and personnel?	_____	_____	_____
4. Does Quality monitor			
a. The processing environment?	_____	_____	_____
b. The necessary degree of certification, inspection, and authorization required for special and complex processes?	_____	_____	_____
5. Is adequate criteria provided for significant accept/reject decisions	_____	_____	_____
<b>U. COMPLETED ITEM INSPECTION AND TESTING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are completed items given a final inspection/test?	_____	_____	_____
2. Does final inspection verify that items conform to the latest drawing configurations listed on the purchase order?	_____	_____	_____
3. Is final test performed to customer approved documentation?	_____	_____	_____
4. Is final inspection, acceptance and/or test performed either by, or under the surveillance of Quality control?	_____	_____	_____
5. Is re-inspection and re-test performed on all items that have been reworked, repaired or modified after initial testing?	_____	_____	_____
a. Is this documented in a procedure?	_____	_____	_____
<b>V. HANDLING, STORAGE, AND DELIVERY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are there adequate work and inspection instructions for the handling, storage and delivery of material?	_____	_____	_____
2. Are all items, which can deteriorate or corrode, properly cleaned and preserved prior to and during storage?	_____	_____	_____
3. Does all material to be stored show evidence of inspection?	_____	_____	_____
4. Are controls in use to assure packaging to Contract Requirements?	_____	_____	_____
<b>W. NON-CONFORMING MATERIAL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are discrepant materials promptly and adequately identified and separated from normal work operations?	_____	_____	_____
2. Is nonconforming material identified to the applicable rejection document?	_____	_____	_____
3. Is nonconforming and scrap material segregated? How is it identified? _____	_____	_____	_____
4. Are adequate holding areas available and used?	_____	_____	_____
5. Are there written procedures for:			
a. Controlling non-conforming supplies?	_____	_____	_____



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	b. Repair, rework and dispositioning?	_____	_____	_____
	c. Only using customer/government approved standard repairs?	_____	_____	_____
	d. Statistically controlling the use of standard repairs?	_____	_____	_____
6.	Is there a functioning Material Review Board (MRB)?	_____	_____	_____
7.	Is MRB or customer approval required prior to any repair?	_____	_____	_____
8.	Are the responsibilities of MRB defined and documented?	_____	_____	_____
<b>X.</b>	<b>INDICATION OF INSPECTION STATUS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Are inspection stamps or other quality status devices used and controlled?	_____	_____	_____
	a. Are they different from the Government's/FES's stamps?	_____	_____	_____
2.	Is the identification and inspection status of each article maintained from the time of receipt of material through delivery to the customer?	_____	_____	_____
<b>Y.</b>	<b>STATISTICAL QUALITY CONTROL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Do personnel have instructions for performing sampling inspection?	_____	_____	_____
2.	Is sampling inspection/test only performed per the requirements of MIL-STD-1916, ASQ Z1.4, ASQ Z1.9, or other Government/FES approved plans?	_____	_____	_____
3.	Do you know the degree of protection afforded by your sampling methods and techniques?	_____	_____	_____
<b>Z.</b>	<b>COORDINATED FRONTIER AND/OR GOVERNMENT/ SUPPLIER ACTIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Do purchasing documents require customer or Government source inspection of sub-tier suppliers only when the customer and/or government so requests?	_____	_____	_____
2.	Are copies of applicable purchase documents provided to the customer rep at the sub-tier's facility?	_____	_____	_____
	a. Does this include all applicable referenced documents?	_____	_____	_____
3.	When GSI is required, are the clauses of MIL-Q-9858A or MIL-I-45208A in the supplier's purchasing documents?	_____	_____	_____
<b>AA.</b>	<b>GOVERNMENT FURNISHED MATERIAL (GFM)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Is GFM examined upon receipt for quantity, completeness, and type?	_____	_____	_____
2.	Is functional test performed when required by contract?	_____	_____	_____
3.	Is GFM properly identified and protected from unauthorized use or disposition?	_____	_____	_____
<b>BB.</b>	<b>DAMAGED GFM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Is GFM examined upon receipt to detect damage in transit?	_____	_____	_____
2.	Are precautions taken during storage against damage and deterioration?	_____	_____	_____
	a. Are these precautions and storage areas monitored?	_____	_____	_____

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- |  |       |       |       |
|--|-------|-------|-------|
| 3. Does the supplier record and report to the Government Rep GFM that is found damaged, malfunctioning, or is otherwise unsuitable for use prior to, during or after installation? | _____ | _____ | _____ |
| 4. Is GFM properly notated on the supplier's shipping documents?   | _____ | _____ | _____ |

**CC. GOVERNMENT PROPERTY - BAILED PROPERTY** **YES NO N/A**

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Does the supplier inspect bailed property periodically?   | _____ | _____ | _____ |
| 2. Does the supplier adequately store and maintain bailed property?  | _____ | _____ | _____ |
| 3. Are records of inspection and maintenance of bailed property available for review by the Government Rep.? | _____ | _____ | _____ |

**DD. TRAINING AND CERTIFICATION** **YES NO N/A**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Are certification programs monitored by Quality?                 | _____ | _____ | _____ |
| 2. Are operations personnel trained in the use of basic procedures? | _____ | _____ | _____ |
| 3. Are special process operators trained and certified?             | _____ | _____ | _____ |

**EE. ELECTROSTATIC DISCHARGE (ESD)** **YES NO N/A**

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Does the company have a documented ESD control program?   | _____ | _____ | _____ |
| JDEC JESD 625 _____, ESD TR20.20 _____, ESDS20.20 _____  |       |       |       |
| 2. Are personnel instructed in the requirements of ESD control applicable to their function?                                 | _____ | _____ | _____ |
| 3. Do manufacturing documents include specific instructions for ESD control?   | _____ | _____ | _____ |
| 4. Are ESD workstations utilized during all phases of ESD sensitive hardware manufacturing and handling?                     | _____ | _____ | _____ |
| 5. Do packaging/shipping personnel utilize proper procedures and materials in the handling/packaging of ESD sensitive items? | _____ | _____ | _____ |
| 6. Is ESD test equipment properly calibrated?  | _____ | _____ | _____ |
| 7. Do you have a FOD prevention process in place compliant with MIL-STD-980 or equivalent?                                   | _____ | _____ | _____ |

# FRONTIER ELECTRONIC SYSTEMS SUPPLIER SURVEY REPORT

THE DATA FURNISHED HERewith IS CORRECT AND RECORDS ATTESTING TO THE ABOVE  
ARE ON FILE AND AVAILABLE FOR CUSTOMER/GOVERNMENT REVIEW

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please attach any documentary evidence of governmental acceptance of your Quality Program.

**NOTE:** Upon completion, return to:

FRONTIER ELECTRONIC SYSTEMS CORP.

**4500 W 6<sup>th</sup> Ave**

STILLWATER, OK **74074**

**ATTN: Purchasing Manager**

Or E-mail to:

[SupplierForms@FESCorp.com](mailto:SupplierForms@FESCorp.com)

Or Fax to:

405-624-5355

**ATTN: Purchasing Manager**

**ANY QUESTIONS?**

**405-624-1769**