



Black Oxide Requirements

Attention: Shipping/Purchasing Department

Just a reminder that it is Black Oxide Service Policy, to require a **Written Purchase Order** on all incoming orders. If a Purchase Order or a written instruction list is not issued at the time the order is received, this may cause a delay in processing your order and may also be billed additional if extra processing is required due to insufficient information provided such as: material type, heat treat scale, rust or special handling. If re-processing is required due to missing or inaccurate information additional fees will apply. BOS will not be held responsible for lost parts if the quantity(s) are not listed on your purchase order or if your quantities are incorrect. BOS weighs all incoming and outgoing orders and verifies the order by "weight". If verifying quantities is a requirement please indicate this to be performed on your order. (see terms and conditions on our website)

It's imperative to have your order ready to keep our driver on schedule. Delays cause him to run behind on his whole route for the day. Our driver cannot wait more than 15 minutes for an order. If our driver has to come back out the next day because your order was not ready at the time of pick up or if a pick up request is canceled without prior notice, a freight fee of \$10 will apply.

Please work with us and follow the instructions on our Purchase Order Requirements sheet listed below. By instituting this procedure, we will be able to process your order to your specifications, eliminate misunderstandings and process your order quickly. We like to say... "Working Together Achieves More"

Purchase Order Requirements

- Provide a written purchase order
- Name and address where order is to be shipped and billed
- Indicate if your order is for "resale" or "taxable" (if resale, provide a resale card if we don't have one on file)
- Indicate Quantity of parts to be processed (if verification of quantity is required, additional fee will apply)
- If you require us to count your parts to verify quantity received rather than our standard weight in/weight out please indicate it on your purchase order (additional fee will apply)
- Indicate Type of Material (1018, 12L14, 4130, 303, 304 18-8, 17-4 etc.)
- Specify if Certs are required along with quantity of parts, part number, description of parts and Mil-Spec
- Specify what process is required
- Specify if parts need to be kept separate (additional charge)
- Specify if parts are to be Handled with Extra Care (additional charge)
- Specify if parts need oil, dry oil, Wax, or no oil (oil finish is the standard finish, all others are billed additional)
- Specify if parts are Heat Treated or Case Hardened (additional charge for H.T. material)
- If parts need to be Expedited, you must indicate it on your purchase order
- Please have a point of contact person on your paper work in case we need to contact you
- If you require specific information on our paper work, please note it on your purchase order. We are happy to type any information you require
- Provide a current email address as a method of contacting you when your order is complete

If you require a quote, you will need to fill out a Request for Quote Form, which can be downloaded from our website, emailed or faxed to you. Upon receipt of the completed form, a written Estimate will be provided. Anything other than a written estimate is not valid as there are certain questions on our questionnaire that we require in order to provide you with an accurate cost and inquiries over the phone don't address those questions as customers tend to not provide all the information that we need or assume we know what requirements they may need which is not the case. Our receptionist can only provide a base price and she will advise you to fill out a request for quote form if you require an actual estimate.

Please note that we **Do Not provide Masking** as our tanks are too hot to withstand masking elements.

If the above information is not noted on your purchase order, and re-processing of the order is required, additional costs may apply and will be billed accordingly.

Thanking you in advance for your cooperation in helping us process your order promptly and efficiently.