



**VERBAL PURCHASE ORDER  
REQUEST FOR WORK TO BE PERFORMED**

To be used when a customer does not provide a hard copy Request for Quote or Purchase Order.

**Parts requiring dissimilar processing must be written up separately.**

Order Date		Requested Delivery Date		Order Type	RFQ>		PO>	
Delivery Priority:	----- Standard >		Rush >		Expedite >			
Customer P.O. No.				Alphacoat Sales Order No.				

**Customer Contact Information**

Contact Person		Title	
Company Name			
Physical Address			
Mailing Address			
Office Phone No.		Cell Phone No.	
Email Address			

**List of parts and or materials requiring processing**

Item	Part Number	Description & Base Material Type	Quantity
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Handling Notes**




**VERBAL PURCHASE ORDER  
REQUEST FOR WORK TO BE PERFORMED**

Process Description	Type / Spec	Color & Specifications	Mark all Required
Chemical Conversion Coating Chem Film CLEAR	Type II, Class 1A Clear ROHS Compliant		
Chemical Conversion Coating Chem Film CLEAR	Type II, Class 3 Clear ROHS Compliant		
Chemical Conversion Coating (Chem Film GOLD)	Type I, Class 1A Gold		
Chemical Conversion Coating (Chem Film GOLD)	Type I, Class 3 Gold		
Sulfuric Acid Anodize CLEAR	Type II, Class 1 Clear		
Sulfuric Acid Anodize BLACK	Type II, Class 2 Black		
Sulfuric Acid Anodize COLORED	Type II, Class 2 Color		
Hard Sulfuric Acid Anodize CLEAR	Type III, Class 1 Clear		
Hard Sulfuric Acid Anodize BLACK	Type III, Class 2 Black		
Hard Sulfuric Acid Anodize COLORED	Type III, Class 2 Color		
Teflon Dip R0-59 Process	After Anodize		
Dichromate Seal Process	After Anodize		
Phosphate Conversion Coating, Iron	Iron		
Phosphate Conversion Coating, Zinc	Zinc		
Passivation Cleaning			
Chemical Stripping			
Primer Coating			
Process Notes			
Paint Coating			
Process Notes			
Powder Coating			
Process Notes			
Cerakote Ceramic Coating			
Process Notes			
Dry Film Lube			
Dry Film Lube Slickote 100			
Silk Screen Printing			
Process Notes			
Paint Fill Engraved Parts			
Masking & Special Process Prep.			
Surface Fill & Repair			
Bead or Sand Blast Process			
Clean & Prep. Special Process			
Part ID * Ink Stamp * Bag & Tag			
Expedite Process Service (EPS)			



**VERBAL PURCHASE ORDER  
REQUEST FOR WORK TO BE PERFORMED**

**Cost & Delivery Time Estimate**

Estimate	Lead Time	Price Each	Lot Charge
8% Hazardous Waste Surcharge		8 % Of Process Fees	
Expedite Process Service (EPS)			
Payment Terms >	COD>	Credit Card Add 2.5% Fee>	Check or Cash>

**Terms & Conditions**

Minimum charges apply to each process when the per piece price total does not exceed the minimum charges.  
 Lead times for estimates is two to four days.  
 Average processing time ranges from 4 to 14 days depending on lot size and scope of work required. Delivery time will vary depending on the number of processes, masking and special handling requirements. Quoted delivery times are estimates and Alphacoat Finishing, LLC. does not accept any liability for late delivery.  
 Expedite Process Service (EPS) available upon request.  
 Paint and powder coat colors subject to availability.  
 Pickup and delivery service available on qualifying orders.  
 Available payment terms are COD, Credit Card, Net 30 days subject to credit approval.  
 Alphacoat Finishing, LLC. is only responsible for up to three times the processing cost per job.  
 All orders are subject to Alphacoat Finishing, LLC. terms & conditions.  
 See our point of contacts list for a complete list of departments and contacts.  
 AS9100D / ISO 9001:2015 Certified.

**Authorization to Proceed with Order**

I (We) authorize work to be performed per the instructions listed. All work is subject to the terms and conditions published and available upon request and on our website. Buyers agrees to pay for all service rendered. 8% Hazardous Waste Surcharge apply to all processing charges. 2.5% processing fee will apply for payments made with a credit card.

**Approved for processing by:**

Signature	Print Name	Date