

ISO 9001 & AS 9100 Certified

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Dear Valued Supplier,

This letter is to communicate to you VACCO's requirements when a non-conformance is identified at VACCO.

Our internal process requires that VACCO Buyer send to the Supplier a copy of the Nonconformance Report (NCR) and a request for Return Material Authorization (RMA) via e-mail. If there are questions or objections to the nonconformance, then the supplier shall respond in writing to the request within **2 working days**.

The Supplier is required to provide the authorization within **2 working days**. If there is no response, the parts will be returned to the Supplier at the Supplier's expense without a RMA number.

Thank you for your compliance to this requirement.

VACCO Management Team