Bel Air

PROPRIETARY AND CONFIDENTIAL

SAMPLE PROCESS REQUEST FORM Serial No: _____

Company:						Date:	
Contact:						Dealer:	
Address:							
City, ST:							
Tel:		Ext:		Fax:		Email:	
Part Desc.							
Material:					No. of Parts:		
Est. Prod. Requirements:	PC's per shift:				PC's per Week:		
Operation prior to finishing:							
Operation after finishing:							
Target sample Included?	__ Yes __ No	Return Samples Via:	UPS	Acct #:			
Objective:							

Below for Bel Air Use Only

Quantity in Run:		Operation Prior to Finishing:	

STEP	MACHINE	MEDIA	SIZE SHAPE	CMPD	TIME			SPD	DPTH	COMMENTS
					CW	CCW	TOTAL			
1										
2										
3										
4										
5										

Operation after finishing:			
Estimated Capacity:	Pc's Per		Machine Size
Run by:		Date: Completed:	

Notes:

A: ____% parts____lbs/ _____% media____lbs/ _____% water_____gal/ _____oz MB____/ _____*F/ Add___oz___

B: ____% parts____lbs / _____% media____lbs/ _____% water_____gal/ _____oz MB____/ _____*F/ Add__oz___

C: ____% parts____lbs / _____% media____lbs/ _____% water_____gal/ _____oz MB____/ _____*F/ Add__oz___

Sieve: _____mesh

SHIP TO:

Bel Air Finishing Supply ● 101 Circuit Drive, North Kingstown, RI 02852 ● Ph 401-667-7902 ● www.belair[illegible]m

SCAN ME

SAMPLE PROCESSING POLICY

Level One

Bel Air Finishing Supply will process an initial round of free samples of a sufficient quantity to assist customers in the process of determining the results and capabilities of Bel Air's equipment, supplies, or processes. In most cases, this is a service performed at no charge unless a special fixture or specific non-stock media is required. The customer agrees to furnish Bel Air with a representative sample of the desired results, if possible, and provide sufficient details to assist us in determining and recommending the proper size and amount of equipment required to meet the customer's production needs.

In the event the customer's requirements require standard equipment and processes, a quote will be sent back with the processed parts. At that time, the customer should have enough information to make an informed decision. Any proprietary processing details and intellectual property will be withheld from the customer until such time as a purchase order is received. Should the customer require additional testing, Level Two Sample Processing is required.

Level Two

Level Two Processing is designed to assist customers with special needs methods of mass finishing. In many cases, a partnership is necessary which combines Bel Air's expertise and the customer's inherent product knowledge in order to formulate the best system and process.

Level Two Processing may require the customer to sign a **Mutual Non-Disclosure Agreement** to assist both Bel Air and the customer in retaining rights to their proprietary and intellectual properties. Level Two Processing will be quoted based on several factors:

- Number of parts required to process.
- Complexity of process and the time estimated to accomplish.
- Any related travel expenses and purchases of supplies required to accomplish the sample processing.
- A consulting / process agreement will be supplied and must be agreed to and sent along with a purchase order.

Upon completion of Level Two Sample Processing and acceptance of processed parts, Bel Air will issue a quotation for the equipment. Any intellectual property or process details will not be divulged until such time as a purchase order is received for the equipment, supplies and process. It is our hope and expectation that once we provide a viable solution and equipment required to meet the customer's needs, the customer will agree to purchase the equipment and supplies required. Upon receipt of a PO, Bel Air will provide the customer with all process parameters and details (i.e. time cycles, media types, fixture angles, etc.)

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