|  |  |
| --- | --- |
| Company Name |       |
| Street Address |       |
| City |       | Province / State |       |
| Country |       | Postal code / Zip code |       |
| Telephone Number 1 |       | Telephone Number 2 |       |
| Toll Free Number |       | Fax Number |       |
| Website  |       |
| Hours of Operation |       |
| Shipping Hours |       |
| Location Function | [ ]  Sales | [ ]  Manufacturing |  |
| [ ]  Engineering | [ ]  Warehousing |  |
| [ ]  Administration | [ ]  Shipping |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position | Name | Telephone  Number      | Mobile Phone Number | E-mail Address |
| Chief Executive Officer (CEO) |        |       |       |       |
| Plant Manager |       |       |       |       |
| Quality Assurance (QA) Manager |       |       |       |       |
| Quality Engineer (Contact for Quality Issues) |       |       |       |       |
| Quality Systems Manager |       |       |       |       |
| Production Part Approval Process (PPAP) Contact |       |       |       |       |
| Engineering Manager |       |       |       |       |
| International Material Data System (IMDS) Contact |       |       |       |       |

# Material Control – Customer Service Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position | Name | TelephoneNumber | MobilePhone Number | E-mail Address |
| Material Manager |            |       |       |       |
| Purchasing Manager |       |       |       |       |
| Sales Representative |       |       |       |       |
| Material Control (MC) Release Dayshift Contact |       |       |       |       |
| Material Control (MC) Release Nightshift Contact |       |       |       |       |
| Advanced Shipment Notification (ASN) Contact - Dayshift |       |       |       |       |
| Advanced Shipment Notification (ASN) Contact – Nightshift |       |       |       |       |
| # 1 Emergency Dayshift Contact |       |       |       |       |
| # 2 Emergency Dayshift Contact |       |       |       |       |
| Emergency Nightshift Contact |       |       |       |       |
| Emergency Weekend Contact |       |       |       |       |
| Electronic Data Interchange (EDI) Contact |       |       |       |       |
| North American Free Trade Agreement (NAFTA) Contact |       |       |       |       |
| Packaging Contact |       |       |       |       |
| Logistics Contact |       |       |       |       |
| Shipping Dayshift Contact |       |       |       |       |
| Shipping Nightshift Contact |       |       |       |       |
| Others (specify position) |       |       |       |       |