|  |  |  |  |
| --- | --- | --- | --- |
| 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 | Telephone  Number | Mobile  Phone 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) |  |  |  |  |