

DoorKing, Inc.
120 S. Glasgow Ave.
Inglewood, CA 90301



January, 2018

To: All DoorKing Suppliers

Subject: Packing and Receiving Requirements

In our ongoing effort to improve the quality of our products, DoorKing has embarked on implementing a total quality system program called the DKS Production System. Two of the initiatives under our DKS Production System are: 1) Lean Manufacturing and 2) Continuous Improvement.

This memo is to communicate our procedures with respect to packaging list(s) to help in the receiving and identification of DoorKing's purchased goods. Our goal is to reduce cycle time and eliminate errors during the receiving process. In support of this, we need your assistance to achieve standardization of packing list. We are asking all of our suppliers to start using the list of minimum requirements listed below on your packing list(s).

Packing list should contain and clearly specify the following:

- 1) Purchase order number and DoorKing part number.
- 2) Supplier's or manufacturer's part number. Try not to pack different part numbers together on one pallet. If you do so, pack them so that they are separated or use separate boxes. Please understand that we receive hundreds of shipments on a weekly basis and sorting material from pallets is a non-value added activity.
- 3) Quantity with complete breakdown and description of items ordered and shipped. If manufacturing date is not indicated on the product, it must be indicated on the individual packaging.
- 4) Number of cartons and/or pallets in shipment (acceptable pallet sizes: 42" x 48" and 42" x 48").
- 5) Total weight.
- 6) Materials certificate if required by our QA Department.
- 7) Bill of Lading if shipped by truck.
- 8) Do not use Styrofoam packing. Use instead inflatable type packing if possible.
- 9) Delivery is acceptable up to five (5) days before the due date. Any earlier deliveries must be cleared (or requested) by DoorKing's Purchasing Department.
- 10) All parts must be properly packaged to avoid damage in transit. Check for cardboard and pallet weight capacity.
- 11) Under and over shipments are accepted when industry standard is allowed.

Shipments are subject to refusal (or corrective action notification) if the above requirements are not met. Please feel free to contact us if you have any questions. DoorKing receiving hours are 6:00 AM to 2:00 PM Monday through Friday (except holidays).

Purchasing: Don Glass (extension 249); Alexa Greenberg (extension 201)
Quality Assurance: Victor Araiza (extension 265)

Please acknowledge receipt of this memo by completing the information below and email back to: varaiza@doorking.com, or fax to 310-645-7247. We thank you for your cooperation in helping us improve our commitment to quality.

Name: _____

Company: _____

Telephone: _____

Email: _____