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March 19, 2018

## Paperwork Revision Fee

Dear Valued Customer:

Due to an influx in requests for paperwork revisions, Titanium Industries (T.I.) will be adding a \$95 fee per request for any changes to our paperwork after an order is delivered.

Such requests include, but not limited to:

- Specification revision
  - o e.g. "add latest AMS revision to Certificate of Conformance"
- Specification reference
  - o e.g. "add ASTM to Certificate of Conformance"
- Units of measure change
  - o e.g. "add inches to packing list"
- "Full traceability required"

As one of the first AS9100 Rev. D suppliers, T.I. dedicates significant resources to our quality department and contract review process to verify that all information requested on our customers' purchase orders are included in our Quality Document Set. ***The fee will only apply to changes to paperwork that are NOT included on your original Purchase Order.***

We fully encourage you to include all required information on the original purchase order or in the quality terms.

We will require this fee to be ***paid in advance*** of any revisions being completed.

Thank you for your business and we look forward to more efficiently processing your orders.

Sincerely,

Greg Himstead  
Vice President Sales and Marketing

titanium.com