

RUSH ORDERS: (note in subject section of email)

PLEASE NOTE THAT IT'S BEST TO SUBMIT RUSH ORDERS IN THE MORNING - IT IS MORE REALISTIC TO EXPEDITE THESE ORDERS ESPECIALLY WITH OVERNIGHT DELIVERY. (Any orders received in the afternoon may not get processed until the next work day). RUSH usually means a 24 hour turnaround or overnight delivery.

- Please indicate delivery preference of shipment.
- Please indicate RUSH ORDER in subject of email.
- Please keep in mind that rushes are put on high priority - we are trying to keep rushes at a minimum.

Per management, RUSH Justifications must be provided as to the reason for the RUSH Order.

Thank you,
Cindy

QUOTES:

When obtaining quotes (a good idea - especially on larger dollar amount orders or multiple line items), please attach quotes when applicable to corresponding order(s) via email or give Cindy hard copy of quote if faxed to you. – **No Excel template is necessary when attaching quotes. All quotes must be updated/revised to order you are placing.**

Thank you,
Cindy