

# Courter-Hall Company

Quality Metal Finishing since 1961

## Terms and Conditions

Rev A  
Last Updated: 5-3-2023  
Last Review: 5-3-2023

### The following Terms and Conditions apply to all purchase orders:

- The due date shown on this purchase order is the expected "On Dock" date at our facility.
- Supplier shall notify Courter-Hall Company in the event that confirmed delivery dates will not be met.
- Failure to deliver within the required delivery date may result in the cancellation of this order.
- Military specification items must be packaged to the applicable standards required by drawings and/or procurement specifications. This includes thread protection, one per package, opaque bags, etc.
- By acceptance of this order, vendor acknowledges this document may contain technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C. SEC 2751, ET SEQ) and ITAR 22 CFR 120-130 and is subject to the export restrictions provided therein. Recipients of this document should abide by such laws and regulations, including country specific controls and controls on use. Export of this document and documents specified herein are subject to U.S. export control laws and regulations.
- Any purchase order noting a US Government Contract number and associated Priority Rating shall be executed in accordance with the Defense Priority and Allocation System Program.
- Traceability for all material, revision status, date of manufacture, and inspections (if applicable) shall be maintained and records of such shall be kept on file and readily accessible for a minimum of 10 years.
- We reserve the right of access for ourselves, customers, and regulatory authorities, to all facilities as well as all quality records pertaining to the execution of a Courter-Hall Company order.
- Documentation including C of C's, Test Reports, and other documentation that might be required must be provided to Courter-Hall Company in English.
- No known nonconformance shall be shipped to Courter-Hall Company without written authorization from Courter-Hall Company Quality. The product shall be held at the supplier pending instruction from Courter-Hall Company. If nonconforming product is found by the supplier after shipment to Courter-Hall Company the supplier shall notify Courter-Hall Company within 48 hours of the discovery.

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- All parts provided by the seller must be free of Foreign Object Damage or Foreign Object Debris (FOD). This included, but is not limited to, any possible damage from the manufacturing environment, handling damage; unknown/unwanted items left in or on a part, packaging, etc.
- Conflict Minerals: Courter-Hall Company requires that each of our suppliers will not supply any products or materials that contain conflict minerals sourced from the Democratic Republic of Congo and/or its adjoining countries unless the supplier can certify that the source of the minerals is 'DRC conflict free' as defined by U.S. securities laws.
- Seller shall implement and maintain a Counterfeit Parts Protection plan to prevent the shipment of counterfeit or suspect counterfeit parts.
- Seller shall not act in any unethical manner during operation of its business activities. Courter-Hall Company is committed to providing conforming product to its customers and Seller's products play an integral part to this success. Seller therefore understands the contributions to overall product safety and conformity. Seller understands the need for competence, including any required qualification of persons. Seller also understands that using statistical techniques for product acceptance and related instructions for acceptance of parts must be in accordance with industry standards must be documented and available for review by Courter-Hall Company.
- Seller shall notify the Buyer of any changes to processes, products or locations, including sub-tier changes to processes, products or locations.
- Courter-Hall Company monitors all suppliers to ensure on time delivery is at least 98% and quality performance is at least 98%. Failure to meet this requirement may result in one or all of the following: Corrective and Preventative Action request, site visit, and supplier's status may result in disapproval of supplier.