

Precision Machine Inc. Receiving Guidelines

Our goal at Precision Machine is to provide products of the highest quality with competitive pricing. To keep our operations running as efficiently as possible please be aware of the following guidelines.

Receiving Times

Precision Machine Inc Receiving Department is open between the hours of 6:00am and 3:00pm. Monday, Wednesday and Thursday. Any deliveries outside these stated hours require pre-approval.

Required Documentation:

- Packing Slip
 - The Packing Slip must list the following:
 - Supplier Name
 - Material Description
 - Number of Containers
 - Purchase Order Number
 - Job Number (if applicable)
 - Heat/Lot Number
 - Qty
- Certification (If Required)
 - Certification must be sent to Certs@builtbyprecision.com . The following must be in the subject line of email:
 - Purchase Order Number
 - Job Number (If applicable)
 - Heat/Lot Number

Raw Material Packaging and Labelling Requirements:

- Each purchase order line must be packed in a separate Box/Skid.
- Multiple heat numbers must be packaged separately
- Each box/skid must be clearly labeled and match the packing slip provided. The Label must state:
 - Supplier Name
 - Material Description
 - Purchase Order Number
 - Job Number (if applicable)
 - Heat/Lot Number
 - Qty

Condition of Shipments:

- All products shall be delivered to Precision Machine Inc. on packaging no larger than 30" wide by 56" Long.
- All pallets/skids must be clean and sound with no broken boards or runners.
- All corrugated packaging must be placed so none of it will hang over the edges of the pallet.
- All banded items must be placed on a sound skid with no broken boards or runners.

Damage Goods/Failure to Comply:

- Shipments maybe rejected at the time of receipt/inspection due to damage and/or failure to comply.