

LCHT Purchase Order Requirements

In order to accurately process each order that comes in we are asking for your assistance in making sure the correct information is received with the order. It will also save communication time trying to gather the correct or missing information. And also ensures that your order is processed in a timely manner.

The purchase order needs to include:

1. Part number and current Revision
2. Description
3. SWO number (if any)
4. Quantity
5. Material type
6. Processing required and specification required with current Revision. Please include a print if possible.
7. Hardness testing requirements (AQL, 100%) or any additional testing required (tensile testing)
8. Regulations (ITAR, SPOC & EAR)
9. Any additional documentation required (data card)
10. Contact info
11. Any special handling or packaging requirements

Although we cannot guarantee a turnaround time, our normal turnaround time is 1-2 days for most processes. If you have rush parts or need your parts by a specific date please contact us.

Our policy is to place all jobs on HOLD until the correct information has been received and reviewed. For PO changes a corrected PO is required before processing can begin.

Lake City Heat Treating Corp.

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