

DoorKing, Inc.
120 S. Glasgow Ave
Inglewood, Ca 90301



December 4, 2008

To: All DoorKing Suppliers

Subject: Packing and Receiving Requirements:

In an effort to improve the overall quality of our products, DoorKing has embarked on implementing a Total Quality System Program called the DKS Production System. Two of the initiatives under our DKS Production System are Lean Manufacturing and Continuous Improvement. We are analyzing critical processes to improve DoorKing's quality, extended from our suppliers to our Customers.

This memo is to communicate our procedures with respect to packing list and receiving procedures in identifying DoorKing's purchased goods. It has now become a priority to reduce cycle time and errors during the receiving process. We need your support to achieve standardization of packing lists and we are asking all of our suppliers to start using the guidelines listed below.

Packing list should contain and clearly specify the following minimum requirements:

- 1) Purchase Order Number and DoorKing Part Number. Recommended font is Arial.
- 2) Quantity of items shipped with complete breakdown and description of items ordered.
- 3) If manufacturing date is not indicated on product, please indicate date on box or individual packaging.
- 4) Number of cartoons and/or pallets. Acceptable pallet sizes are 40" x 48" and 42" x 48".
- 5) Total weight.
- 6) Supplier's or manufacturer's part number - if any.
- 7) Materials Certificate (if required by our QA Department).
- 8) Bill of Lading if shipped by truck.
- 9) Receiving hours are from 6:00 am to 2:00 pm
- 10) Do not use Styrofoam packing. Use inflatable type packaging if possible. Do not pack different part numbers together on one pallet. If you do so, pack them separately or use boxes. Please understand that we receive hundreds of shipments on weekly basis and sorting material from pallets takes time and is a non - value added activity.
- 11) Early delivery ahead of schedule is acceptable five days before due date only, unless requested by DoorKing.
- 12) All parts must be properly packaged to avoid damage in transit. Check for cardboard and pallet weight capacity.
- 13) Under and over shipments are accepted when the industry standard is allowed.

Shipments are subject to refusal or corrective action notification if these requirements are not met. Please feel free to contact us if you have any questions

Purchasing: Otto Costa Ext. 249; Alexa Greenberg Ext. 201
Quality Assurance: Víctor Araiza Ext. 265

IMPORTANT NOTE: Please return this completed form by regular mail, E-mail or fax as soon as possible.
Fax to 310-645-7247.

Company / Name	Telephone Number	Email	Date

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