

May 10, 1949

EXPLANATION OF FACTORY PROCEDURES  
SUGGESTIONS

PARTS ORDERS

1. To insure quick action use our Form #508 or #109. Blanks are available in pads of 50 under Part No. 268-S.
2. Assign a number to your orders and keep a copy for your file. This is important for your identification of acknowledgments, packing slips and invoices. Your order number will appear on all copies of any paper work sent to you.
3. Telegram orders - always specify an order number and indicate in telegram that confirmation order will follow. Immediately send us a confirming order making sure to indicate on order that it confirms wire of certain date.
4. If part number is unknown, please leave the space provided blank.
5. Please do not crowd items - put only one item on each line and leave one inch blank at right side of description - use two or three lines for description if necessary.
6. Receipt of a yellow acknowledgment (7 x 8½ inches) is an indication that parts are available and order is being processed for shipment.
7. Receipt of an invoice is an indication that parts have been shipped on or before the date of the invoice.
8. Receipt of a yellow acknowledgment (Form No. 1007, 8½ x 11 inches) is an indication that parts are NOT immediately available and are, therefore, being placed on back order.

RETURNED GOODS

9. Credit is issued on receipt of all parts returned to the factory. Shown on the credit is your request for permit number, authorization permit number and our Returned Goods Number - abbreviated (RG). These credits are an indication to you that the material and serial numbers have been inspected and found to be in order for credit.

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GENERAL

10. When writing or wiring regarding an order, please indicate your order number or your request for permit number, if a back order indicates our acknowledgment number.
11. We suggest that you file all acknowledgments with your copy of your Parts Order or Request for Permit and hold them in a special open file until you have received all of the parts. This will not be possible in connection with back orders since a single acknowledgment may cover two or more of your original orders but our back order acknowledgment number is indicated and your back order acknowledgment copy can be used as a work sheet by recording our shipping order numbers on the second line after each item and backing down the quantity due you after each shipment.
12. Packing slips are included with each shipment of parts. If there are more than one carton or box, the package containing the packing slip is marked.
13. Instructions regarding claim for damage, shortage or pilferage are included with the packing slips. No claims will be accepted unless these instructions are followed.

THE RUDOLPH WURLITZER COMPANY

North Tonawanda Division