
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: New Vendor Qualification Letter	Number: Q12-PR-100-023b	
	Owner: Deborah Durbin	Revision: 0	
	Effective Date: 08/27/12	Page: 1 of 1	

Month XX, 2013

Vendor Name

Address

City, State, Zip

Giles Chemical, a division of Premier Magnesia, LLC
 102 Commerce Street
 Waynesville, North Carolina 28786

Dear (Contact Name – preferably QA representative)

As a part of our Quality System, Giles Chemical, a division of Premier Magnesia, LLC is required to qualify each vendor of quality critical materials. Vendors are qualified for their ability to provide a quality product or service in a timely manner and meet our quality systems criteria.

In order to be considered as a qualified vendor, we request your cooperation in completing and returning the enclosed *Vendor Self-Assessment Survey*. Please complete and return the survey to my attention within two weeks of receipt of this letter.

Thanking you in advance for your cooperation and support in working through the qualification process with us.

If you have any questions or comments, please do not hesitate to contact me or anyone else on the Giles team.

Best regards,

Deborah Durbin
 Director of Quality & Safety
 (828) 452-4784 ext. 33
 ddurbin@gileschemical.com

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