
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Form</b>		
	Title: <b>New Vendor Qualification Letter</b>	Number: <b>Q12-PR-100-F023b</b>	
	Owner: <b>Deborah Durbin</b>	Revision: <b>0</b>	
	Effective Date: <b>05/01/16</b>	Page: <b>1 of 1</b>	

Month DD, YYYY

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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