
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Vendor Approval Letter	Number: Q12-PR-100-F023d	
	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)

We are pleased to inform you that your firm has been approved to become a supplier to our company, Giles Chemical, a division of Premier Magnesia, LLC. Your firm has successfully met the quality requirements criteria that we require to be in place prior to purchasing the materials (or service) that your firm offers.

This approval is also being communicated internally and as such we have informed Giles employees that they may begin placing orders with your firm when the need arises.

Thank you for your cooperation and support in working through the qualification process with us. As a qualified vendor, we look forward to building a long term business relationship with your firm.

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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