
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Vendor Qualification Letter	Number: Q12-PR-100-F023h	
	Owner: Deborah Durbin	Revision: 0	
	Effective Date: 08/27/12	Page: 1 of 1	

Date

Vendor name

Address 1

Address 2

Dear Quality Assurance Administrator

As part of our Quality System, Giles Chemical is required to qualify each supplier of quality critical materials. Suppliers are qualified for their ability to provide a quality product or service in a timely manner.

In order to be considered as a qualified supplier, we request your cooperation in completing and returning the enclosed form.

Please complete and return the form to us within two weeks of receipt of this letter.

If you have any questions or comments please contact me. My direct line is 828-452-4784 ext. 33.

Thank you in advance for your assistance with this request.

Best regards,

Deborah Durbin
 Director of Quality and Safety
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 Waynesville, NC 28786
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