August 20, 2012

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 4 page form.

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

Please contact me if your have any questions or comments at my direct line, 828-452-4784 ext. 33.

Thank you in advance for your assistance with this request.

Best regards,

Deborah Durbin

Director of Quality and Safety

Giles Chemical, a div. of Premier Magnesia, LLC

102 Commerce Street

Waynesville, NC 28786

(828)452-4784 ext. 33

[ddurbin@gileschemical.com](mailto:ddurbin@gileschemical.com)

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