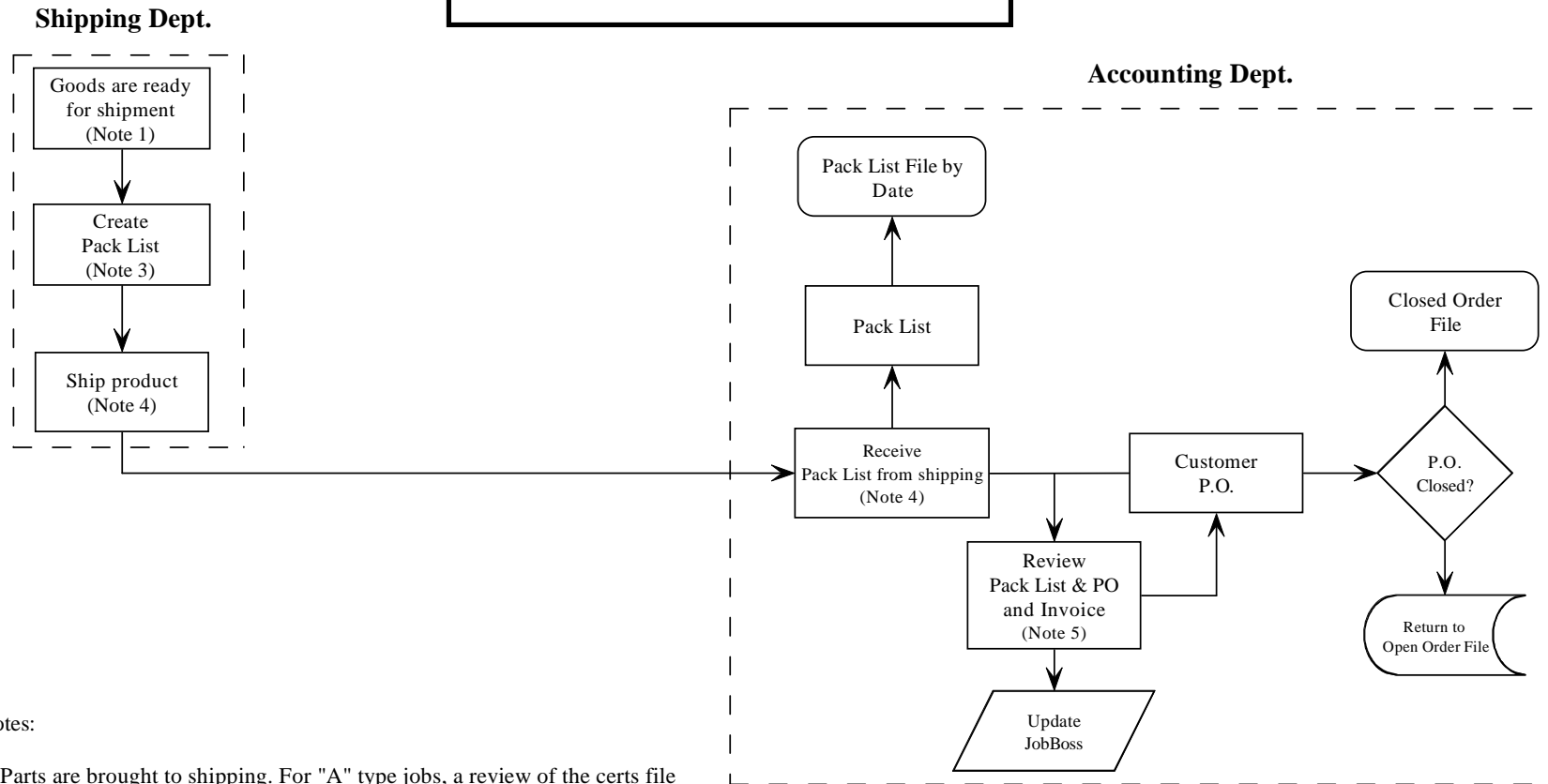


Shipping / Billing Flowchart



Notes:

1. Parts are brought to shipping. For "A" type jobs, a review of the certs file for completeness and accuracy is a part of shipping process.
2. Shipping reviews the copy of the contract and determines whether a DD 250 Report (Material Inspection and Receiving Report) is required as well as whether a Government Bill of Lading is needed. Any additional documentation as required by the customer (Certification of Compliance) is prepared.
3. Two copies of the pack list are produced by shipping department and is placed on the boxes to be shipped out.
4. At shipment, one copy of the Pack List is sent with the shipment, one copy is forwarded to accounting. Per individual customer requirements, special shipping instructions are referenced and maintained by the shipping department (bar code labels, special routing, etc...)
5. Accounting matches the pack list to the customer PO and enters the information into JobBoss for invoicing purposes. The invoice is checked against the pack list and PO for prices and quantities shipped.