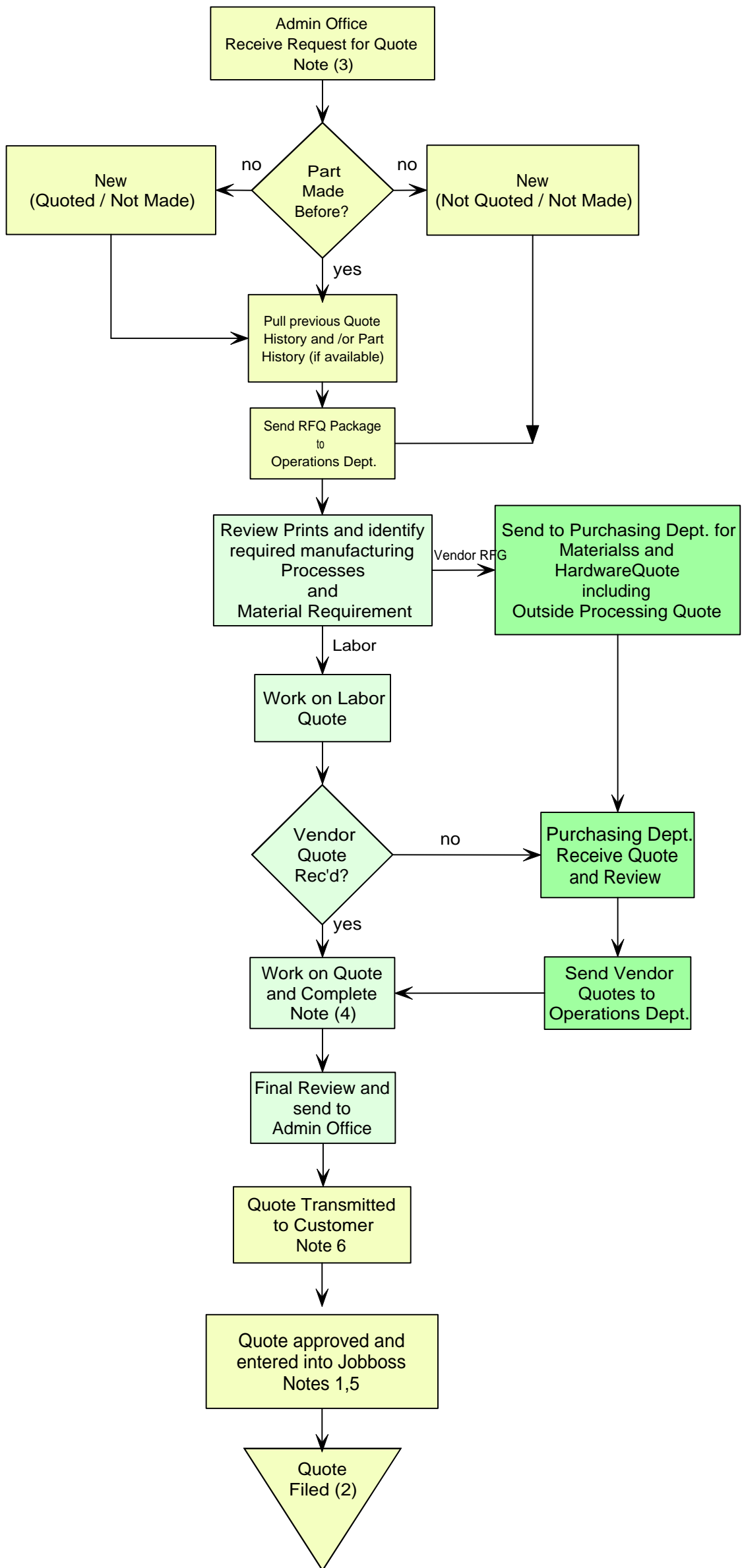


Kreis Tool & Mfg. Co. Quote Processing Flow Chart



Adimistration

Operations
MgmtGroup

Purchasing

Notes:

- 1) Quote numbers are auto assigned in JobBoss for tracking purposes.
- 2) Quotes are filed by customer and then by Part Number.
- 3) Verify Part#, Part Revision, Quote Qty., Due Date, Shipping Method Packing Req't.
- 4) Quote to state Part#, Part Revision, Quote Qty., Cost, Leadtime, Shipping Charges, Validity.
- 5) All quotes must be reviewed and approved by the president. If the President is not available for the quote review, the Operations Manager or Production Manager will sign the quote.
- 6) Quotes will be sent to the customer by either fax, email or mail which ever is applicable.