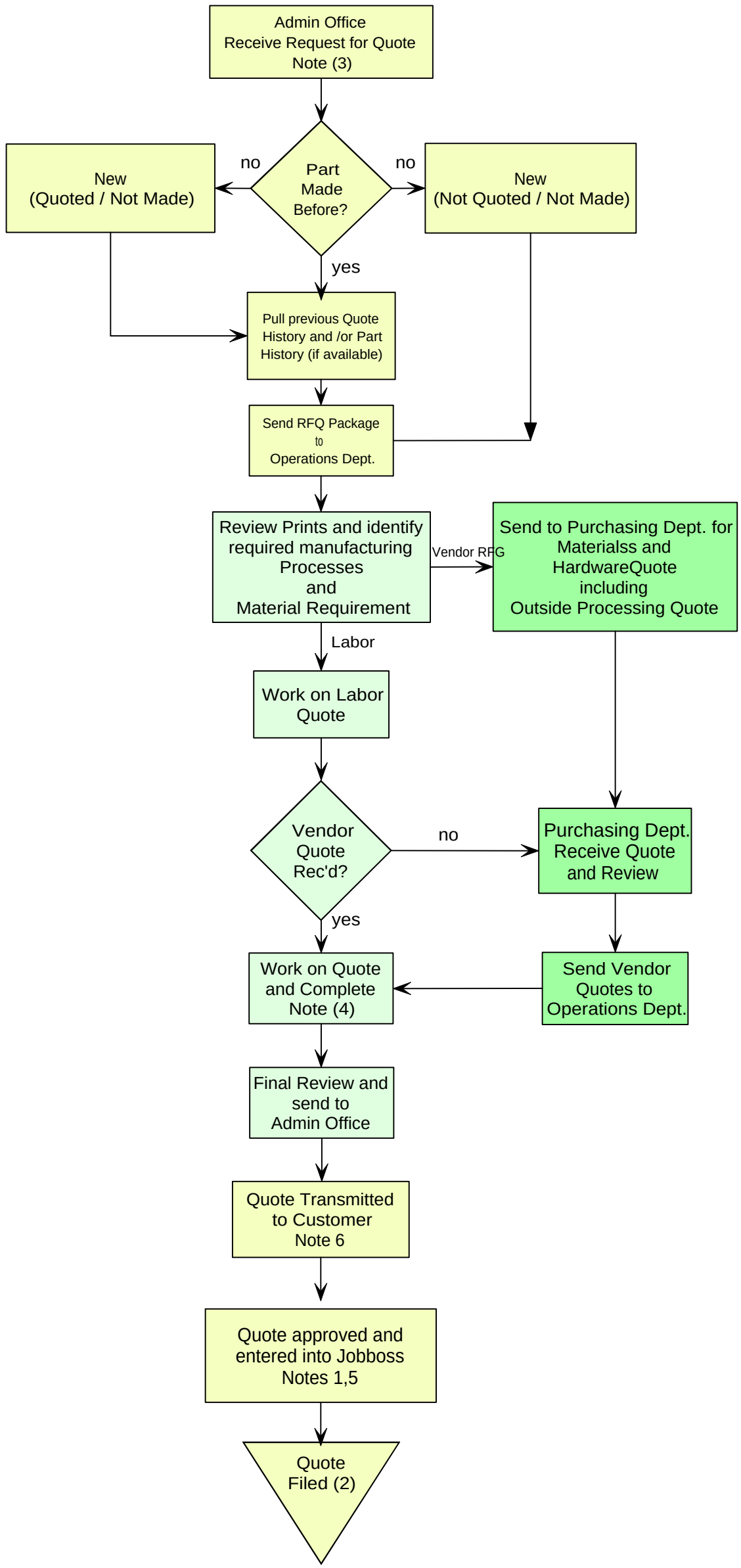
Kreis Tool & Mfg. Co.
Quote Processing Flow Chart



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.

KTMC 17Oct2008