

June 18, 2012

BensonWood product order and fulfillment checklist

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| <p>1. PO confirmation with purchaser</p> <ul style="list-style-type: none">a. Purchasing agentb. Confirmed by customer service <p>2. Is product on established BWC-VNC product list?</p> <ul style="list-style-type: none">a. Yes: BWC<ul style="list-style-type: none">i. Submit product request to formulation (Frank) and email notification to sales rep (Larry)ii. Lead time of four business daysiii. Ships with all Benson label requirements plus VNC batch code, & mix codeiv. First shipment from each mix ships with color card drawdown and formulator signaturev. Sales rep confirms ship date with shipping (Caleb)b. No: Submit product request to formulation (Frank and email notification to sales rep (Larry))<ul style="list-style-type: none">i. Lead time of ten business days for initial colorii. Color sample with drawdown card sent to Benson by sales rep for color confirmationiii. If no color match<ul style="list-style-type: none">1. Four days for color re-submit2. Sales rep follow up for color confirmation3. If color match four days lead time for product once PO is submittediv. Ships with all Benson label requirements plus VNC batch code, mix codev. First shipment from each mix ships with color card drawdown and formulator signaturevi. Sales rep confirms ship date with shipping (Caleb) | <p>Jeff Starrat or other: _____</p> <p>LR or other: _____</p> <p>Part#: _____</p>
<p>Formulation: _____</p> <p>Sales Rep: _____</p>

<p>Sales Rep: _____</p>

<p>Formulation: _____</p> <p>Sales Rep: _____</p> |
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Professional Wood Finish
Made Green.™

Vermont Natural Coatings, Inc.

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