

**Subject: Customer Supplied Materials (Very Important – Please Read Carefully)**

In order to achieve our mutual **goal** of delivering orders on time, particularly those with customer supplied materials, it is important that we work together to provide proper coordination.

How can we **achieve** this goal?

- Timely receipt of these materials and Proper labeling

Morgan requests **your cooperation** as follows:

- Customer supplied materials are due at our production plant one week prior to the chassis due date.
- Provide Morgan with the material supplier contact name and telephone number at time of order. This will allow follow-up for late material.
- Print out the required blank label/s found in the Customer Supplied Materials area of the Morgan website. You may print on paper and apply with packaging tape or print on Avery label stock to adhere to packaging. If printing to Avery stock labels use Avery 6573 for the larger 8"x5" labels or Avery 5168 stock for the smaller 3.5"x5" labels.
- Properly label all customer supplied material. Improperly labeled or unlabeled material will cause delays in production and missed delivery commitments.
- The **label should include**:
  - Customer name (that's you)
  - End user name (optional)
  - Morgan sales agreement number
  - Chassis serial number
  - Material vendor purchase order number with part description
  - The correct shipping address for the Morgan plant (attached, also provided on our web site)
- In order to have a Morgan sales agreement number for use with customer supplied material, the body order must be submitted before orders for customer supplied materials.
- If you supply Morgan with a stocking level of standard customer supplied materials (i.e. mud flaps, etc.), enter the word "stock" in place of the Morgan sales agreement number.

Please communicate and encourage compliance of these guidelines with your material suppliers. Morgan is ready to support you in working with your material suppliers at any time and a draft letter that you can use to communicate with them can also be found in the Customer Supplied Materials area of the Morgan website.

Thank you for your cooperation in managing the logistics of customer supplied materials. Together, we can ensure expeditious receipt of same resulting in delay-free production of your orders. Please contact your Technical Sales representative below with any questions.

NORTHEAST	1-866-284-6746
SOUTHEAST	1-866-500-6932
MIDWEST	1-866-672-9608
WEST	1-888-359-4203
SOUTHWEST	1-800-767-7654

Thank you,

Carrie-Ann Flank  
Vice President, Sales & Marketing