

Customer Supplied Material

In order to achieve our mutual goal of delivering upfit orders on time, particularly those with customer supplied materials, it is important that we work together to provide proper coordination. In order to achieve this goal, we need your help to ensure timely receipt of customer supplied materials, and proper labeling of said materials.

Masterack requests your cooperation as follows:

- Customer supplied materials are due at our production plant one week prior to the vehicle due date.
- Properly label all customer supplied material. Improperly labeled or unlabeled material will cause delays in production and missed delivery commitments.
- The label should include:
 - End User Customer Name _____
 - Masterack sales order number _____
 - Customer supplied item number _____
 - Chassis serial number(s), factory order number(s), and/or unit number(s)
- If you supply Masterack with a stocking level of standard customer supplied materials (i.e. mud flaps, etc.), enter the word “stock” in place of the Masterack sales order number.
- Ship customer supplied materials directly to the upfit facility selected below.

<input type="checkbox"/> Masterack 120 Enterprise Drive Wentzville, MO 63385	<input type="checkbox"/> Masterack 8300 N.E. Underground Dr Pillar 250 Kansas City, MO 64161	<input type="checkbox"/> Masterack 1670 Annie P. Henderson Drive Social Circle, GA 30025	<input type="checkbox"/> Other _____ _____ _____
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Please communicate and encourage compliance of these guidelines with your material suppliers. Masterack is ready to support you in working with your material suppliers at any time. Thank you for your cooperation in managing the logistics of customer supplied materials. Together, we can ensure expeditious receipt and prevent potential production delays of your upfits. Please contact your Account Manager with any questions.

Thank you,

Robyn McKinney

Vice President, Client Success