

May 1, 2002

Dear valued Supplier,

In order for Magic Steel to be in compliance with QS-9000 requirements we must take into account a number of factors during supplier selection. One of the major factors is product Quality. Suppliers who have a documented quality system and are registered to or in the processing of attaining registration to ISO-9000, QS-9000, or TS-16949 will receive the highest consideration when deciding sourcing for future business. As one of our important suppliers, we need to know your present quality system status (ISO, QS, or TS). Please complete the attached form and fax it back to us by \_\_\_\_\_.

On time delivery is also a critical component of business success. Magic Steel's ability to service effectively hinges closely on our supplier's delivery performance. It is our expectation that suppliers strive for 100% on-time delivery and implement a system to track both reject rates and on-time delivery performance of suppliers. Suppliers who have reoccurring quality issues or late deliveries that jeopardize Magic Steel's ability to deliver to our customers on time may be required to submit written corrective actions.

Thank you in advance for your help here. Magic Steel looks forward to working with your company.

Sincerely,

Stuart Hunt  
Vice President of Materials

*Magic Steel Corporation*

*Supplier Quality System Status Request*

Supplier Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Please complete the following questions:

Are you currently registered to a Quality System?       Yes       No

If yes, which one:

ISO-9000       QS-9000       TS-16949       \_\_\_\_\_

Please provide a copy of your registration.

If you are not registered to a Quality System, do you plan to be?       Yes       No

What is your target date: \_\_\_\_\_

Please provide your plan for registration on a separate sheet.

Please fax this completed form to Magic Steel Sales LLC at (616) 532-0565 to the attention of the Purchasing Department.