

Product Development Associates (PDA) Standard Purchase Order Notes
(Attachment A)

1. PDA and our customers reserve the right to access the vendor's facility and all applicable records.
2. Vendor must notify PDA of any non-conforming products or hazardous materials upon detection and in advance of delivery. Used parts and materials are prohibited unless otherwise approved by this purchase order.
3. Vendor may not change products or specified processes without written approval from PDA.
4. Records associated with this PO shall be maintained for seven (7) years.
5. Vendor must use the materials specified on the PO and associated Bill of Materials unless deviation is authorized in writing by PDA.
6. Vendor is responsible for appropriately packaging items to prevent damage at the time of shipment.
7. Products that have a defined limited shelf life shall be supplied with a minimum of 2/3 shelf life remaining at the time of shipment.
8. Delivery dates are critical to our customer needs. Vendors are to notify PDA in the event delivery dates cannot be met at the soonest possible times.
9. ELECTRONIC COMPONENTS AND ASSEMBLIES (ONLY): PDA prohibits the use of counterfeit parts or assemblies. Each shipment of product against this order must include a Certificate of Conformance that certifies the product does not contain counterfeit electronic parts to the best of your knowledge.
10. All communications regarding this PO must reference the PO number. This includes packing lists and invoices.
11. Outsourcing of any or all of the process steps must have prior written PDA approval. The PO recipient is ultimately responsible for compliance with all PO requirements.