

General Pattern Inactive Tool Policy



As a routine part of General Pattern's lean manufacturing practice, it is necessary to continually review our tool & fixture storage area. In an effort to manage inactive or obsolete materials, we have found that the following item(s) have had no new order activity. Please select from the options below as to how you would like to proceed. In the event that you do not contact us within 30 days, materials will be DESTROYED.

<i>Inactivity Allowance</i>	
<input type="checkbox"/>	Prototype RTV: 6 mos
<input type="checkbox"/>	Prototype Injection: 6 mos
<input type="checkbox"/>	Production RTV: 1 yr
<input type="checkbox"/>	Production Injection: 1 yr
<i>NOTES:</i>	

Customer: _____	
Contact: _____	
Date Sent: _____	
Action Date: _____	
<i>Part Number</i>	<i>Storage Option</i>

Storage Options:	
<input type="checkbox"/> 1	Please Dispose.
<input type="checkbox"/> 2	Send to customer (see tool transfer Policy)
<input type="checkbox"/> 3	Continue to store. New order for parts enclosed.
<input type="checkbox"/> 4	Continue to store. \$100 per month per tool storage fee enclosed.
<input type="checkbox"/> 5	OTHER: _____ _____