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Dear Valued Customer:

In an effort to streamline our processes, we are updating our computer system and adding the appropriate e-mail contacts for the various departments below to better service our customers. If you have additional Contact Information you wish to share, please add another sheet. If you would like to receive e-mail notification of shipments made by Fedex or UPS please tell us who would be best to send those to in your organization.

**Please complete the information below to ensure we have your preferred e-mail addresses:**

Company Name: \_\_\_\_\_

Company Phone and website: \_\_\_\_\_

Sales [contact and e-mail address]: \_\_\_\_\_

Purchasing: [contact and e-mail address]: \_\_\_\_\_

Accts. Payable: [contact and e-mail address]: \_\_\_\_\_

Accts Rec.: [contact and e-mail address]: \_\_\_\_\_

Expeditor: [contact and e-mail address]: \_\_\_\_\_

Quality Assurance: [contact and e-mail address]: \_\_\_\_\_

Quality Control: [contact and e-mail address]: \_\_\_\_\_

Export Compliance: [contact and e-mail address]: \_\_\_\_\_

**>> PLEASE FAX THIS FORM WITH INFORMATION TO (925) 294-1780 <<**

>>OR E-MAIL TO: [sue@ljwalch.com](mailto:sue@ljwalch.com) <<

If you have any questions or concerns about how this information will be used, please feel free to contact Sue or Bruce @ (925) 449-9252. Thank you in advance for your cooperation in this endeavor.

Sincerely

Bruce Hammerson  
Mgr. of Inventory / Special Projects