

Appendix 1 – Customer Order Review

	Item Name / Number:
Date of order:	
Bill to:	
Customer Response	
What performance specification is required?	<i>e.g. ISO specification for radiography.</i>
Are there any environmental or health requirements?	<i>e.g. Environmental and health regulations for the packaging and shipping of gamma sources.</i>
Are any prints or diagrams available for the order?	
Are there special marking instructions?	<i>e.g. Will the instrument or packaging require special markings?</i>
Disposition and handling of rejected materials?	<i>e.g. Should it be kept totally separate or with simple tags?</i>
Other questions	

Commented [170251]: Date of the initial contact by the customer.

Commented [170252]:

Commented [170253]: Basic questions to be asked when addressing the customer.

Commented [170254]: Information that the customer should provide.

Commented [170255]:

Commented [170256]: Performance specifications tell us the

Commented [170257]: In addition to health and safety

Commented [170258]: Does the customer have environmental or health issues with residue materials used in testing?

Commented [170259]: It is a special question, sometimes

Commented [1702510]: Is the instrument fragile or need special care?

Commented [1702511]: What does the customer need? Markings, tags or other marking devices?

Commented [1702512]: What happens to rejected material? Should it be kept totally separate or will simple tags do?

Commented [1702513]: Where should the finished

Commented [1702514]: Use list of questions and delete or add additional ones if necessary.

Commented [1702515]: The person who did the customer order review and the date it was completed.