



Date

Vendor Name
Vendor Contact Name
Street Address
City, State, Zip Code

Dear _____,

Congratulations! Your organization has been selected and placed on our Diamond Excellence Vendor list. What does this mean to you? It means when Perform Air International Inc. places a purchase or repair order with our vendors, your organization will obtain higher priority *and be considered a preferred vendor*. Please accept our enclosed Diamond Excellence Certificate.

You may wonder how your organization qualified for this elevated status. A Diamond Excellence vendor is a vendor who has already been in a working relationship with our company and has met *all requirements*. We define these criteria as:

- ◆ ***Customer Service – Confirmations, ship dates, and tracking information for orders are received in a timely manner.***
- ◆ ***On Time Delivery – receipt of part/component is on or before the date promised by the Vendor.***
- ◆ ***Trace/Certification – traceability/certification documentation is accurate, received with shipment and does not contain any false information.***
- ◆ ***Price – price charged by the Vendor is what was promised to Perform Air International Inc.'s Purchasing department at quotation.***
- ◆ ***Quality – Parts received are what was ordered and are in acceptable/working condition.***

The certificate awarded to your company expires in one year. During this time, your organization will receive preference when determining which suppliers to utilize. To re-qualify next year, *your organization will be evaluated based on prior year's performance using the above criteria*. If the organization meets ongoing criteria, a new Certificate will be awarded next year.

Again, we express our congratulations to your organization. We look forward to an enhanced relationship over the coming months.

Sincerely,

Purchasing Manager

Materials Manager