

Quality Control Memorandum

Prime Order No.:	Report No.:	Visit Date:
Prime Vendor:	Shop Order No.:	Client:
Sub Vendor:	Shop Order No.:	Jobsite Location:
Shop Location:	Authority Inspection:	
Item No.:	Description:	
Person Contacted:	Position:	
Issuing Office:	Inspector:	

This memorandum is issued to confirm the following:

- Company Hold Points - Notification required per purchase order instructions
- Additional work required
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It is understood that nothing contained herein relieves the vendor of any purchase order commitment.

Company Inspector _____

Vendor Representative _____