



9 Grace Avenue • P.O. Box 263
Plainville, CT 06062
Phone: 860-747-3884 • Fax: 860-747-9309
E-mail: info@cthone.com

January 31, 2020

Dear Customer,

CT Hone, Inc. has been doing business in the aerospace industry for over 40 years. In 2005, due to customer needs, we had no choice but to conform to the strict guidelines of the aerospace industry and go through certification to become AS9003 Registered.

As a result, we implemented a few requirements needed to properly process purchase orders and conform to our AS9003 requirements. All purchase order packages **must** have the following items in order to accept product:

1. A purchase order number (we cannot accept “verbal”)
2. Quantity to be honed
3. Part number (we **must** have a part number or description)
4. Material and heat treat
5. In inches, exact hone to size and micro finish (not “hone to print”)
6. Applicable specifications and revisions (if applicable, these **must** be supplied by your company in electronic or paper form)
7. Inspection Data Requirements (i.e. 1st Piece Inspection, 1st Article, Certificate of Conformance, etc.)
8. Method of accepting parts (i.e. dial bore, pin gage, air gage, etc.). May be optional, see note on attached form CTH3-4.

Please note: If the information required is not included on your company purchase order when a job is delivered, the information will need to be filled out by **your** company representative, **before** we can accept your product. For your convenience, we have included a Product Information Sheet that can be kept on file at your location and filled out if/when necessary. The Production Information Sheet is available to use as a supplement to POs when the required information can’t be added or in lieu of a PO on company letterhead.

Our goal at CT Hone, Inc. is to serve our clients to the best of our ability. Should you have any concerns regarding our process or system, please feel free to let us know. Your feedback will be used to assist us in continually improving our ability to meet your requirements. Going forward, we hope that you will understand any additional changes we may need to make. We will make every effort to make the transition as “painless” as possible.

Thank you again for selecting CT Hone, Inc., as always, it is our privilege to work with you.

Sincerely,

Jessica Lepage

Jessica Lepage
Office Administrator
CT Hone, Inc.

Enclosure



9 Grace Avenue • P.O. Box 263
 Plainville, CT 06062
 Phone: 860-747-3884 • Fax: 860-747-9309
 E-mail: info@cthone.com

PRODUCT INFORMATION SHEET

To be used when verbal purchase order is being accepted or customer purchase order does not include the following information:

Customer:	
P.O. #:	
Quantity to be Honed:	
Part # and description:	
Drawing/Sketch Available? (Circle One)	Yes (If yes, need to attach)
Material & Rockwell:	No
Hone Size & Tolerance:	
Microfinish:	
Applicable Specs and Revisions:	
*Method of Inspection:	
<i>*Note: If not specified, M.O.I. will be determined by CT Hone, Inc.</i>	
_____ Date	_____ Contact Number
_____ Print name of person completing the information	