



Beverage Systems, Inc.

1404 Old Salisbury Rd
Statesville, NC 28625
(609) 882-2100

12/10/14

COMPANY MEMO - Parts to Return with Paperwork

To all field technicians,

This is to be made effective immediately.

All of the following parts listed below are to be returned to my address using the FedEx labels you use for paperwork. Do not bring this parts to be left at storage or warehouse. Each technician is responsible for their own parts returns so do not leave any parts at storage or warehouse for someone else to return. We are having a lot of challenges with warranty parts returns and it is costing BSI a lot of loss revenue. Each part is to be tagged with the name of the location and the job# from Wintac. I would prefer that the parts get individually bagged when they are shipped to me. Do not ship parts directly back to the vendor such as Wilbur Curtis. Even if there was a ship label already sent with the unit, ship the parts back to me along with the shipping label so I can log it and ship it out.

If an employee neglects to follow these instructions, there will be disciplinary actions taken up to and including financial implications for any costs that BSI incurs for lack of following this procedure.

Control Boards	Triacs	Membranes	Timers	Liquid Level Boards
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Any other parts that are clearly sent to a location by the manufacturer as part of a warranty call need to be returned to me.

Please call me directly with any questions or concerns.

Sincerely,

Jim Ossa

Vice President of Operations

"Servicing Customers Beverage needs for 25 Years! 1988-2013"