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Saint-Gobain Performance Plastics Sample Policy

1.0 Approvals

As dictated by the document control procedure, the author must be the first approver. If the author is normally an approver for the area in which the document falls under, the third approver specified must sign off on the document.

2.0 Purpose and Scope

To ensure the proper handling of customer requests for samples of all standard AFF products.

3.0 Policy

1. SAMPLE REQUEST

- Contact your Customer Service Representative to request a sample.

2. SHIPPING

- Standard samples will ship within 5 days of order entry.
- Samples will ship ground from the source plant except those samples shipping to states west of Texas, which will ship UPS 3 day.
- Quicker delivery can be supplied at requester's expense. Please notify CSR when placing order.

	Name	Title/Department	Signature
Approver #1	W.M. MacPherson	Author	
Approver #2			
Approver #3			

3. SAMPLE SIZES

Standard sample sizes are listed below:

- Pressure Sensitive Tape: 5 yd x width inches
- Strip-N-Stick: 1 yd x 1" or 1 yd x 2"
- Silicone Rubber: 6" x 6"
- Silicone Coated Fabric: 6" x 6"
- Fabric: 8" x 10"
- Cast Film: 8" x 11"
- Extruded Film: 8" x 11"
- Skived Film: 8" x 11"

If you require a sample other than the sizes listed above, please contact your District Sales Representative.

4.0 Documentation

10.0 Record Retention

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