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*a Benchmark company*

LARK ENGINEERING COMPANY  
2000 W. CORPORATE WAY  
ANAHEIM, CA 92801

**INSTRUCTIONS AND CONDITIONS:**

1. Please acknowledge promptly upon receipt of order, no later than 72 hrs.
2. Invoice promptly.
3. No overages will be accepted without prior authorization.
4. Please show P.O. number on all invoices, packages, delivery forms, etc.
5. Notify Lark Engineering of nonconforming product.
6. Obtain Lark Engineering approval for nonconforming product disposition.
7. Notify Lark Engineering of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain Lark Engineering's approval.
8. Purchase order related documents must be kept for ten years (example: records, reports, drawings, etc.)