

APPENDIX C

Sample of Memorandum to Local Defense Contract Administration Office

TO: Contract Administration Office
Defense Contract Administration Services Management Area (Local)
(Local Address)

ATTN: Administrative Contract Officer

RE: Duty-Free Entry from Canada
Prime Contract Number F33615-89-C-0128
General Electronics Corporation
Military Products Division
Los Angeles, California

1. General Electronics Corporation, Military Products Division, 3341 South St., Los Angeles, California 91108, has issued a Purchase Order to Specialty Electronics Ltd., Toronto, Canada, for the purchase of supplies required under Prime Contract Number(s) F33615-89-C-0128 and it is requested that the appropriate administrative procedures be implemented in order to arrange for the duty-free entry of the following noted Canadian supplies.
2. In accordance with DFARS 252.225-7008 the following information is furnished:
 - a. Canadian Supplier(s) is/are:
 - (i) Specialty Electronics Limited
4538 Yonge Street
Toronto, Ontario, Canada
 - (ii) (If applicable)
 - b. Canadian supplies consist of:
 - (i) 1 000 Connectors, P/N _____ .
 - (ii) 500 Connectors, P/N _____ . etc.
 - c. The Purchase Order on the Canadian Supplier is Purchase Order No. _____ .
 - d. These supplies have been purchased for DoD Contract No. F33615-89-C-0128.

It is requested that the CAO be advised of this purchase to permit a duty-free entry customs clearance to be arranged for the shipment(s) described above, inasmuch as the supplies being procured are entitled to duty-free pursuant to Item 9808.00.30 Tariff Schedule of the United States.

cc: Canadian Vendor

/S/ Joe Doe
Buyer
General Electronics Corporation