TO:  BETTY PIEN  
Code of Conduct Compliance  Fax (425) 313-8710

RE:  FACILITY NAME & LOCATION – NON-FOODS

For every item where Costco is the Importer of Record and / or for every Kirkland Signature item (even if Costco is not the Importer of Record), it is a Costco company policy and a Customs requirement that the name & location of every overseas facility used be made known to Costco. If more than one facility is being used, you must provide us with all of their names & locations. If you change or add a facility, you must advise the Costco buying department, submit a new Facility Name & Location form in writing, and obtain our approval **IN ADVANCE** of this change or addition.

**PRIOR** to the issuance of Costco purchase orders, a Code of Conduct factory audit will be required under certain conditions. *Reference Costco’s Code of Conduct & Factory Audit Requirement.* Note that this audit is NOT the same as a Factory Qualifying Inspection or Factory Merchandise Inspection.

For textile items, the factory(s) used and the manufacturing processes must comply with Customs Country of Origin requirements.

Please complete the following information for **EACH** of the facilities used. Use a separate sheet if more than one facility is being used.

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**Name of Costco Vendor:**  
____________________________________________________________________________

**Vendor Contact Name:**  ___________________________  **Email:**  ___________________________

**Costco Item #:**  ___________________________  **Description:**  _______________________________________________________

**Costco Destination Countries:**  

![Check All Relevant Countries]

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**1st Ship Date:**  ___________________________________  **Last Ship Date:**  ___________________________________

1)  **Facility Name** – in English (Use proper, standardized spelling)

____________________________________________________________________________

____________________________________________________________________________

2)  **Facility Address / City / Province or State / Country** – in English

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

3)  **Facility Contact Person** – in English

**Name:**  ___________________________  **Title:**  ___________________________  **Cell Phone:**  ___________________________

**Facility Phone:**  ___________________________  **Fax:**  ___________________________  **Email:**  ___________________________

[Incl. Country & City Codes]  [Incl. Country & City Codes]