

**Supplier Cost Improvement Idea Form**

To ensure accurate documentation of a Supplier Cost Improvement Idea, please complete every question on this form. Also, please use a separate form for each cost reduction idea submission and for each part number (or family of part numbers) that are affected by the cost reduction proposal.

Supplier Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Name of Supplier Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Hines Company Affected: \_\_\_\_\_

Part Number / Name / Description:

\_\_\_\_\_

Proposed Cost Savings Change: \_\_\_\_\_

\_\_\_\_\_

**For Specification Changes, Attach A "Marked Up"  
Spec Sheet with Proposed Changes**

Approximate Annual Usage (Units): \_\_\_\_\_

Estimated Savings per Part (\$): \_\_\_\_\_

Estimated Annual Savings (\$): \_\_\_\_\_

Proposed Supplier Implementation Timing (Mo/Yr): \_\_\_\_\_

**Return To: Vice President – Global Sourcing  
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