

ELO EUROPE ORDERING GUIDELINES

PURCHASE ORDER REQUIREMENTS

To process your order more quickly, fax your original Purchase Order directly to Elo TouchSystems' Customer Service Department at one of the numbers below, or email it to elosales@elotouch.com. Confirmation Purchase Orders are not necessary, but can be mailed to:

Germany: +49 (0) 89 60822-150
UK: +44 (0) 87 05 1434 07
Other: +32 (0) 16 35 21 01

Please make sure to make your purchase order out to:

Tyco Electronics Raychem N.V.
Division Elo TouchSystems
Diestsesteenweg 692
B-3010 Kessel-Lo
Belgium
VAT Number BE405.721.306

Your Purchase Order **must** include the following information:

- Bill to address
- Ship to address
- Contact name
- Phone number
- Fax number
- Purchase Order number
- Elo part number and product description
- Unit price
- E-mail address for Order & Shipment Notifications & Confirmations (optional)
- Quantity
- Method of Payment
- Your freight carrier's name
- Account number (or write "**prepay and add freight**" on your PO for Elo-supplied carriers)
- Level of service required (e.g., truck or DHL shipment)
- Arrival date at your site

PAYMENT OPTIONS

Our payment terms are cash-in-advance (CIA) by:

- Credit card (Visa, MasterCard, and Eurocard)
- Wire transfer
- Cheque