

Purchasing instructions

Purchase orders can be sent to HMS Industrial Networks either by fax or e-mail (as a PDF file).

For further contact details, please find your local HMS office or distributor at <http://www.anybus.com/contact/contact.asp>.

An order confirmation is normally issued the same or the next work day after an order is placed.

The order confirmation contains information regarding estimated day of delivery of the purchased items.

For each purchased item, please include the following information on the purchase order:

- Product description
- Part number
- Quantity
- Price per unit
- Requested date of delivery

To be able to supply the ordered items, we also need the information below:

- Total Order Value
- Contact Person
- Company Name
- Company address
- Delivery address
- Contact Phone Number
- Contact Fax Number
- Contact e-mail
- VAT number

Please include the form on the next page with your first purchase order.

CUSTOMER DETAILS			
CUSTOMER ADDRESS			
Name of company:			
Invoicing address:			
Country:			
Delivery address: (if different from above)			
Country:			
CONTACT INFORMATION			
Name of buyer:			
Phone:	E-mail:	Fax:	
Name of contact in accounts payable:			
Phone:	E-mail:	Fax:	
Name of contact for technical products:			
Phone:	E-mail:	Fax:	
VAT number: (for customers in EU)			
DELIVERY & PAYMENT TERMS			
According to quotation			
Name:		Date:	