

# **PURCHASE ORDERS**

### **CONTACTS**

#### **CUSTOMER SERVICE**

Phone: 678 710-2016 Fax: 678 737-4999

Email: CP-CustomerService@cpmedical.com

#### **HOURS OF OPERATION**

8:00am - 5:00pm (Eastern Standard Time)

### ORDER PLACEMENT

- Orders may be received by fax or email.
- Purchase orders should contain the following information:
  - · Billing address
  - · Shipping address
  - · Mfg. item code
  - Quantity
  - Price
  - Preferred shipping method
- Order confirmations will be returned within 24 hours from receipt of P.O.

## **DELIVERIES**

- Deliveries will be made by UPS when no preferred carrier is requested.
- Ground shipment requests ship within five business days from receipt of P.O.\* (\*Custom orders, private label product, or BTO items, do not apply)
- Rush shipment requests must be received by 12:00 PM (Eastern Standard Time).

# **GENERAL TERMS & CONDITIONS**

• Minimum Order Amount: \$250

• Minimum Order Fee: \$20

• Drop Ship Fee: \$15

