

Columbus Instruments Credit Card Form Instructions

Terms:

Billing Address — VISA and MasterCard validate our request for payment by comparing the address you provide with that which they have on file for the card holder. The addresses must match in order to release the goods for shipment.

Shipping Address — This is the address to which the goods will be sent. Specify a receiving or a loading dock if your facility requires clearance of goods through a common point of entry. Add any details required to route the goods to your office or lab. Provide a contact person with telephone number to assist with proper internal routing of goods.

Credit Card Details — Card Number, Name of the Cardholder, Date of card Expiration and Security Code must all match in order for your order to be processed. The Security Code is a 3 or 4 digit number appearing on the reverse of the card.

Contact Details of Purchaser — The purchaser is the person taking responsibility for the payment of goods. Please provide Name, Title, Phone Number and E-Mail address.

Quantity, Part Number, Description, Cost and Extended Cost — The majority of goods manufacture by Columbus Instruments have an assigned part number and description. Custom items may have a description only. Cost is the unit price for the item. Extended cost is the unit price multiplied by the specified Quantity.

Shipment Method — Place a check in either Standard or Priority to specify the method of shipment.

Filling in the Form:

You may print a blank form and fill it in by hand or fill in the form via typing into the document fields and printing upon completion. The TAB key advances through the various fields. A "button" located in the lower right corner of the document facilitates printing. Sign and date the document and fax it to Columbus Instruments. The required signature is that of the purchaser, the person taking responsibility for the payment of goods.

Columbus Instruments Credit Card Order Information

General Information for Credit Card purchases

Columbus Instruments accepts **VISA** and **MasterCard**.
ALL orders require **written** and **signed** confirmation by post or fax.
Reference any quotation or documents that may be required for order clarification.
Specialty or custom orders must include copies of drawings or specifications.
Specify operating voltage and frequency for international orders.
Prices do not include shipping, insurance, duties or taxes.
Pricing is subject to change. Contact Columbus Instruments for price quotation.
Packed goods meeting UPS/Fed-X guidelines are shipped by ground or air F.O.B. Columbus, Ohio.
Shipments are made prepaid with associated shipping and insurance expenses added to invoice.

Warranty

All products manufactured by Columbus Instruments are warranted against defects in material and workmanship for a period of one (1) year from date of delivery to the original purchaser. Any product that is found to be defective within the warranty period, while operated in accordance with instructions, will be replaced or repaired at no charge provided that the customer pays return shipping costs of the product to Columbus Instruments. Items returned must be identified with a Columbus Instruments Return Merchandise Authorization Number (RMA) and include a copy of the original invoice showing the date of shipment and a description of equipment failure.

This warranty does not apply to products damaged by abuse or accident. The warranty does not cover products that are disposable or products that come in direct contact with the subject: catheters, blood pressure transducers or temperature transducers. In no case shall Columbus Instruments liability exceed the original products purchase price.

Warranty Extensions

First year: Included in Purchase Price
Second year: 15% of Initial Purchase Price
Third year: 17% of Initial Purchase Price
Fourth year: 20% of Initial Purchase Price

Items ordered in error may be subject to a 15% re-stocking fee.

Contact Information

Columbus Instruments
950 North Hague Avenue
Columbus, Ohio 43204-2121 USA

Tel: (614) 276-0861
Toll Free [US only]: (800) 669-5011
Fax: (614) 276-0529
Web Site: <http://www.colinst.com>
Sales email: Sales@colinst.com for pre-purchase inquires
Service email: Service@colinst.com for post-purchase inquires

Business Hours: 8:30AM—5:00PM EST (-5 Hrs GMT) Monday—Friday

