

# ORDER INFORMATION



Date Ordered

Purchase Order #

## Bill To

Company

Address

City

State

Zip+4

Contact

Phone

Fax

## Ship To

Same as billing

Company

Address

City

State

Zip+4

Contact

Phone

Fax

## Install Location

Please, provide name and complete address of business including store# if applicable.

Delivery Date Needed

Special Delivery/Shipping Instructions

Preferred Freight Carrier

Need 24 hour prior notice to delivery

## Order

Quantity	Description	Color	Price Ea.	Extended \$
----------	-------------	-------	-----------	-------------

**Note: For 275 and 375 models please specify opening direction from OUTSIDE VIEW**  
**WARNING: Use only 110/120VAC - 60Hz source with a dedicated 15Amp circuit.**  
**International power: 220/240VAC - 50-60Hz with a dedicated 8Amp circuit.**

Taken By

Authorized Signature

**Note: Above prices do not include freight or taxes (where applicable). We accept Visa, Mastercard or Discover. Shipping Terms are: F.O.B. West Chicago, Illinois**

## **CREDIT CARD BILLING INFORMATION**



*Company Name*

*Email Address*

*Name*

*(as it appears on credit card)*

*Address \**

*City*

*State*

*Zip+4*

*Phone*

*Amount*

*Credit Card*

*Visa*

*Mastercard*

*Discover*

*Credit Card #*

*Expiration Date (mm/yy)*

**Note: \* Address must be same as credit card billing address**

---

### ***For Ready Access Use Only***

*Approval Code*

*Sales Order #*

# ORDERING PROCEDURES



The following information is needed on all orders:

- ☐ The complete name and address for the "Bill To" and "Ship To" locations. If the addresses are the same be sure to indicate in the "Ship To" box "Same As Bill To"
- ☐ The complete name and address of location where the window(s) will be installed.  
☐ This is necessary for warranty purposes
- ☐ The purchase order number
- ☐ Description of product needed, including color, orientation of window opening; manual, semi or electric. If a custom size is required be sure to include dimensions
- ☐ Signature of purchaser

## GENERAL TERMS

Terms: Net 30 Days is available, pending credit approval.

**Ship:** ☐ "Standard" window orders ship within 3 to 5 business days upon receipt of firm order, pending credit approval. Custom orders require additional lead time.  
☐ Repair parts ship within 24 hours.  
☐ All orders ship FOB West Chicago, Illinois. Windows ship via common freight ☐ ☐ carrier and parts ship via UPS. If a specific carrier and/or terms are preferred, indicate this when ordering. Any shortage or damages must be reported to us within 3 working days after receipt of goods.

**Returns:** ☐ A Return Goods Authorization number (RGA) must be obtained by calling our office. Please have your Invoice or Packing Slip handy when calling for an RGA number. Any returns without an RGA number clearly displayed on the outside of the box will be refused. Returns may be subject to a re-stocking fee.

**Warranty:** ☐ All Ready Access products carry a one year limited warranty from date of installation but not to exceed eighteen months from date of manufacture. All warranty work must be performed by an authorized Ready Access Service representative. Any service performed by an unauthorized agent during the warranty period or any modifications made to the window by the user will void the warranty. Ready Access has a nationwide service organization.