

Important Order Information

There is a minimum order size (before shipping and tax) per manufacturer as follows:

Okidata	\$50.00	Toshiba	\$0.00	IBM	\$0.00
HP	\$0.00	Compaq	\$0.00	Sony	\$0.00

All purchases by credit card will only be shipped to an address listed on your credit card. If your billing address is different than your shipping address, please contact your credit card company to place a secondary address on your credit card.

Purchases will be billed on your credit card as UCR, parent company of SparePartsWarehouse.com.

If you are performing an exchange, you must contact us to obtain an exchange RMA number prior to shipping us the defective part. The replacement part will be shipped to you after an inspection of the defective part is performed.

Previous Customer: Yes No Account No.: _____

Company Name: _____

Contact Name: _____ Phone No.: _____

Email Address (for order confirmation): _____

Which Search Engine did you find us on? _____

SHIPPING ADDRESS

Address1: _____

Address2: _____

City: _____ State: _____ Zip: _____

BILLING ADDRESS (if different than your shipping address)

Address1: _____

Address2: _____

City: _____ State: _____ Zip: _____

PAYMENT INFORMATION

P.O. Number (for customers who have established terms only): _____

Credit Card Type (please circle one): VISA MASTERCARD AMERICAN EXPRESS

Name of Bank for Credit Card: _____

Name on Credit Card: _____

Credit Card Number: _____

Expiration Date: _____ Credit Card Verification No: _____

Please fax completed form to 937-252-7422

