



To: All vendors selling material to CHA
From: Chris Hoelzle, President
Subject: **HOW CHA BUYS PRINTERS & SCANNERS**

CHA loves to buy your merchandise, but we follow specific procedures. In order to avoid any misunderstandings, we are sending this information to clarify any questions. Please review it, sign it, and FAX it back to CHA. We look forward to working with you.

CONDITIONS:

- 1.) "NEW" equipment must be in *unopened* original cartons. 1A.) "DEMO" is new, open carton.
- 2.) "USED" equipment is acceptable "AS IS", "COMPLETE," and "REPAIRABLE," which means that all normal boards and assemblies are contained in the equipment. There are no missing parts. "REPAIRABLE" also means that the equipment can actually be repaired and has not suffered any non-repairable damage to vital components. Let me explain the difference between "repairable" and "complete": a printer that has been beaten with a hammer would be "complete" but not "repairable."
- 3.) The manufacturer's model # and serial # must match what you originally quoted us.

SHIPPING: Failure to follow these steps may result in a delay or reduction in payment to you.

- 1.) All boxes/cartons must have your packing list containing CHA's P.O.#.
- 2.) The price we pay for merchandise is FOB (free on board) at the origin.
- 3.) We assume the following:
 - A. The equipment must be packaged for freight shipment. The equipment must be properly packaged and banded down to a pallet (unless the total weight is less than 50 lbs.). Do not ship merchandise "blanket wrapped" on a moving van. We will not accept the shipment.
 - B. You must have the ability to put the boxes or pallets on the truck. It is YOUR responsibility to place the material on the truck!
- 4.) When the shipment is packaged and ready to be picked up, please call our logistics supervisor, Armando Escalera, at (949) 251 - 9000 ext. 236 or Fax (949) 251 - 8701. Advise him your shipment is ready to be picked up and give him the CHA P.O. number. Confirm the pick-up location and the times the location is open.
- 5.) WE WILL DEDUCT FROM THE AGREED PURCHASE PRICE any amounts we must pay for packaging, inside pick-up, carrying up or down stairs, lift gate charges, driver loading of material, multiple pick-up attempts or excess insurance above our purchase price.
- 6.) If the equipment has not been picked up within 3 days, please call our logistics manager, Eddie Correa, at (949) 251 - 9000, ext. 272.

PAYMENT:

- 1.) We never pay cash in advance.
- 2.) We never pay C.O.D.
- 3.) We pay Net-30 days. This allows us to receive the product, unpack it, and confirm we have received what we expected, with the serial number we expected, in the condition we expected.
- 4.) You **MUST** send us an invoice - we cannot pay you without one. The invoice can be very simple: anything from a handwritten note to a computer generated sales agreement. Please note our P.O.# on your invoice.
- 5.) Our resale number is: SREA-24-769818. Our corporation number is: 95-3648329 (*since 1978*).

I have read and understand this document.

Name: _____ Title: _____

Company: _____ Date: _____

40 Tesla bldg A, Irvine, CA, 92618 USA, Phone: (949) 251 – 9000, Fax: (949) 251 - 9291

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