

## **Purchase Order Procedures**

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In order to provide the best customer service and the fastest response time, please include the following information on a formal purchase order:

1. If order price is based on a factory quotation, please include our quote number, the complete product model number (including coil hand), and the name and phone number of the sales representative responsible for the job.
2. Any drawings provided by the factory must be signed, approved, and faxed back with the order. All orders are on hold pending approval.
3. Include the company billing address, shipping address, special tagging information, and any special instructions. If the order is to be expedited, specify it on a separate line item.
4. Fax all Purchase Orders to (901) 465-5901.
5. If you are a new customer, please fill out a credit application.

Precision Coils wants to ensure that your orders are processed promptly and efficiently. If you have any questions, comments, or concerns, please call David Dooley, Precision Coils Sales Manager, at (901) 465-5900 or e-mail him at [sales@precision-coils.com](mailto:sales@precision-coils.com).