



## General Order Information for Spellman High Voltage

### To order Standard Products:

After performing your product search using our Product Finder and adding your selection to the Wish List, you may use the Request for Quotation Form to be found on this website; complete the required fields and submit the form. A representative of Spellman will reply with pricing and availability information. You can also send a request through the Sales Contact Form on the website, and a member of the Spellman Sales Department will contact you to discuss your requirements. Of course, you can also call us directly at any of our three sales centers, in the US, UK or Japan. Written quotations will be faxed or emailed when requested and all Spellman quotations are valid for a period of 30 days from date of statement.

### To order Custom Products:

You may use the Request for Quotation Form to be found on this website; complete the required fields and submit the form. A Spellman Sales Engineer will reply and guide you through the custom product specification process for a high voltage power supply or Monoblock® X-Ray Source. You can also send a request through the Sales Contact Form on the website, and a member of the Spellman Sales Department will contact you to discuss your requirements. Of course, you can also call us directly at any of our three sales centers, in the US, UK or Japan.

### How to Order:

A Purchase Order should be transmitted to Spellman in hard copy via fax, email or mail. Verbal orders are accepted but require a confirming hard copy. OEM or "blanket" orders must be accompanied by the written Purchase Order and a pre-arranged release schedule. Special arrangements can be discussed directly with your local Spellman Sales representative. An Order Acknowledgement will typically be transmitted (via mail or fax) within 3 business days after receipt of order. Spellman's standard Terms and Conditions can be found on the reverse side of our Acknowledgement form, or at our website at [www.spellmanhv.com](http://www.spellmanhv.com).

### Pricing:

All pricing is subject to change without notice.

Unless otherwise requested, all prices are quoted FOB exclusive of VAT (where applicable), duty and delivery, from our plants in Hauppauge, New York, USA, Pulborough, West Sussex, UK, or Tokyo, Japan

### Freight:

Shipment of the supplies will be made either freight collect via the carrier of your choice or pre-paid and billed. Should you prefer the former, please provide us with the name, phone/fax number and your account number of the carrier you plan to use.

### Terms:

A credit application stating 3 trade and 1 bank reference must be submitted in order to be considered for credit. Once approved, our standard terms are NET 30. Wire Transfer of payments can be made to Spellman's bank account.

### Credit Cards:

For your convenience Spellman (US only) accepts purchases made on Visa or Master Card.

Mission Statement: 43/09

