



650 Jessie Street, San Fernando, CA 91340

[www.spira-emi.com](http://www.spira-emi.com)

Tel: 818-764-8222 Fax: 818-764-9880

### Order Form

**This form is to be used to place orders with Spira when you do not have a P.O. ready/available. Please fill in all the appropriate sections below, sign and fax this form back to (818) 764-9880. Alternatively, your email to [sales@spira-emi.com](mailto:sales@spira-emi.com) containing this completed attached form will be accepted as your signed P.O.**

Buyer: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Spira Part Number	Quantity	Price per Unit	Taxable?

Total Price                  Need Date                  Reference P.O. #                  Ship Via/Acct #  
\_\_\_\_\_

Ship to: \_\_\_\_\_

\_\_\_ MasterCard \_\_\_ Visa \_\_\_ Amex Card #: \_\_\_\_\_

Exp Date: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_

Please bill to: \_\_\_\_\_ (customer with established terms only)

Customer signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: All parts are manufactured IAW our Quality Management requirements, (AS-9100B & ISO 9001:2000). Certificate of Compliance will be supplied with all shipments except groove cutters and samples. This order is exclusive of quality requirements, test reports, special certifications, first article reports and source inspection unless specifically stated on this Order Form. If any of the preceding are required, please contact us immediately – additional charges may apply.**

**A 25% restocking fee may be charged on all cancellations and returns for standard items. Custom orders cannot be cancelled or returned, and we do not accept 3<sup>rd</sup> party rejections. Any material must be returned in full and in re-sellable condition. All returns must be within 6 months of the date of shipment date and have prior authorization including an RMA number.**

**Materials may ship sooner if available, (unless firm ship date is requested).**

Thank you for your business!

Sincerely,

Spira Manufacturing Corporation