

## **Required Information for Purchase Orders – EMEA, AsiaPac and Japan**

The information below is required on all purchase orders. All purchase orders should be on the customers letterhead and signed. If the purchase order is missing any of the information below it will be held for processing until the necessary information is received.

### **Purchase Orders to Lantronix (fax or E-mail) should include:**

- Bill To
- Ship To
- Purchase Order Number
- Part Number & Description
- Quantity
- Price
- Payment Terms (Standard terms are Net 30 days). All other terms must be approved by the Corporate Controller.
- Shipping Method (forwarder, courier, include acct # if appropriate)
- Requested Delivery Date
- Freight Terms (prepaid and add, etc)
- Person Authorizing/Placing the order. (Faxed orders that do not show a fax number from where they were sent require a signature).
- Phone Number, fax number and e-mail (optional)
- Note any special requirements

*\*NOTE: All orders are "FOB – Irvine, California.*

Orders are shipped within 24 hours (business days only). Note: Applies to credit worthy orders only and subject to product availability. New customers may take a few days longer for credit approval.

**\*\* All changes to purchase orders must be submitted in writing.**

### **It's standard for Lantronix to:**

Fax/E-mail an OA (Order Acknowledgement)  
Include a Certificate of Origin for International Orders  
Notify you if items are on "back order" or have been discontinued  
Fax/E-mail an ASN (Advance Shipment Notification)

#### **Lantronix Europe**

2 Rue Helene Boucher  
78280 Guyancourt, FR  
Tel: +33 13 930 4195  
Fax: +33 15 301 4652 (Orders should be faxed here)

#### **Lantronix Hong Kong (AsiaPac & Japan)**

Lippo Centre Tower 2 , Suite 1905  
89 Queensway Admiralty  
Hong Kong  
Tel: +949 453 7243  
Fax: 949 450 7232 (Orders should be faxed here)