

MAIL/FAX ORDER FORM

#Q992



701 Brooks Ave. South
P.O. Box 677
Thief River Falls, MN 56701-0677

		No. of Pages:	
To:	From:		
Co.: Digi-Key Corporation	Co.:		
Dept.: Order Department	Phone No:		
Fax No: 218-681-3380	Fax No:		

(Please Check One)

Payment Method: Credit Card COD Check or MO Open Acct.
 Card Number: - - -
 MC VISA AmEx Discover
 Expiration Date Security Code (See back of card.)
 Mo. Yr.

Credit Card Holder's Name (Please Print Clearly)

Personal Order Company Order (Please Check One)
 Ship to:
 Customer Number _____
 Customer Name _____
 Company Name _____
 Shipping Address _____
 City _____

Phone () _____
 Apartment/Suite _____
 State _____ Zip _____

Bill to:
 P.O. No. _____ Account No. _____
 Company Name _____
 Billing Address _____
 City _____

Phone () _____
 Apartment/Suite _____
 State _____ Zip _____

Quantity	Digi-Key Part No.	Description (brief)	Price/Unit	Total Price
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Ship Via: _____
 Are substitutions acceptable?
 Yes No
 Are backorders acceptable?
 Yes No
 Backordered for a period of _____ days.
 Backorder shipping method: _____
 Confirmation required?
 Yes No
 Confirm VIA: Phone FAX

HANDLING CHARGES

\$0.00 - \$24.99 Add \$5.00
 \$25.00 and Up No Charge
 International Orders Additional \$6.00

We pay all shipping (our choice of method) and insurance to addresses in the U.S.A. and Canada when check or money order accompanies order.

1. Total of all items \$ _____
 2. Orders less than \$25.00
 add \$5.00 handling charge ... \$ _____
 3. Sub Total \$ _____
 4. Minnesota residents
 add 6.5% tax of line 3. \$ _____
 5. International orders
 (excluding Canada)
 add \$6.00 \$ _____
 6. Total enclosed \$ _____
 (Total of all lines) (U.S. Dollars)

1-800-344-4539

218-681-6674 • FAX: 218-681-3380 • www.digikey.com

HOW TO ORDER

❑ *By Telephone: 1-800-344-4539*

Our friendly sales representatives are ready to serve you from 7:30a.m. to 11:00p.m. central time Monday through Friday. For most efficient service, please have a list of quantities and part numbers and, if paying by credit card, your MasterCard, VISA, American Express or Discover card convenient before calling.

NOTE: Periodically customer telephone transactions may be recorded for the purpose of training and maintaining quality control.

❑ *By FAX: (218) 681-3380*

Our Fax lines are open 24 hours a day, 7 days a week, 365 days a year. Fax orders received after normal business hours are promptly processed the next business day. Please include your daytime telephone number in case we have questions about your order.

❑ *By Internet: www.digikey.com*

Order online 24 hours a day, 7 days a week. Orders received after normal business hours are promptly processed the next business day. Simply click "Online Ordering" from the home page at the website address above.

❑ *By Mail: Simply Mail Your Order To:*

Digi-Key Corporation

701 Brooks Avenue South
P.O. Box 677
Thief River Falls, MN 56701-0677

❑ *Handling Charge:*

A \$5.00 handling charge applies to all orders less than \$25.00.

❑ *Payment:*

Several convenient payment options are available: Check, money order, MasterCard, VISA, American Express, Discover, C.O.D. and we also extend credit to qualified institutions and companies.

A credit application can be obtained by calling 1-800-344-4539 and talking to any sales representative. When opening an account with us, please allow sufficient time to complete the approval process. To avoid delay in your initial order you may want to include a check or authorization for C.O.D.

We are sorry, but we are unable to process C.O.D. orders to Canadian addresses.

❑ *Order Shipment:*

- *Same-Day Shipment* on orders processed by 5:00p.m. central time.
— All USPS, UPS, Federal Express Delivery Options.
- *Same-Day Shipment* on orders processed by 7:00p.m. central time.
— All UPS Options including Next-Day Delivery.
- *Same-Day Shipment* on orders processed by 8:00p.m. central time.
— UPS 2nd/3rd Day, Surface Delivery Options.

❑ *FOB Point:*

FOB point is Thief River Falls, MN.

When check or money order accompanies your order, Digi-Key pays all shipping and insurance (our choice for method of shipping) to all addresses in the U.S.A. and Canada, unless such charges exceed 10% on orders of \$200 or less, or 5% on orders greater than \$200. Digi-Key will notify you prior to shipment if these conditions exist.

❑ *Shipping Charges:*

Shipping charges that are not accompanied by check or money order are the responsibility of the customer on all shipments.

Any shipping charges billed to a customer account or consignee billing, which are disputed, will be billed back to the customer by Digi-Key.

❑ *Customer Service: 1-800-858-3616*

A friendly, competent staff of Customer Service Representatives is available from 7:30a.m. to 11:00p.m. Central Time to assist you. Please have your sales order or invoice number available when you call.

❑ *Sales Tax:*

Only Minnesota residents need to remit 6.5% sales tax. Digi-Key is not able to remit sales tax to states other than Minnesota.

❑ *Out of Stock:*

- *Orders paid by check, money order or credit card:*
Items not available for immediate shipment will be shipped as they become available. Items not available at the end of 30 days will be cancelled and refunded or credited. The number of backorder days may be extended beyond 30 days with your approval. If a refund check is issued, the cancelled item can be re-entered without a handling charge if the check and cancellation notice are returned to us.
- *Orders On Account:*
Items not available for immediate shipment will be shipped as they become available. Items not available at the end of 90 days will be cancelled. The number of backorder days may be extended beyond 90 days with your approval.

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Return Policy:

Digi-Key will gladly accept merchandise returns and will replace the product or refund your money at your option.

In order to facilitate our return processing:

- Please contact a Customer Service Representative to obtain a return authorization number.
- All returns should be made within 30 days of date of invoice and be accompanied by the original invoice number and a brief explanation of the reason for the return.
- Return freight charge must be prepaid. Sorry, COD returns cannot be accepted.
- Return merchandise in original packaging and in resalable condition.
- Please note that parts returned due to customer error may be subject to a restocking charge and that "Not-in-Catalog Items" are not returnable.
- Defective merchandise may be returned within 90 days of date of invoice and need not be in original packaging.

This return policy may be altered for special circumstances.

Dishonored Check Policy:

If a check you give us as payment is dishonored for any reason by the bank or other institution on which it is drawn, you agree to pay us \$20.00 as a service charge (if the check cannot be redeposited) pursuant to Minnesota Statutes § 332.50. In addition, you agree to pay any other reasonable charges imposed by any check verification company or collection agency that we may use for collection.

International Orders:

In addition to the United States and its territories, Digi-Key also accepts orders from other countries. All orders of foreign origin are exported from the U.S. in accordance with the Export Administration Regulations. Diversion contrary to U.S. Law is prohibited. An additional handling charge of \$6.00 will be included for processing and invoicing. Digi-Key cannot accept letters of credit, personal checks or certified personal checks. A cashier's check in U.S. funds will avoid processing delays; money orders can result in a 2-3 month delay.

Freight Damage:

If you receive merchandise that has been damaged in transit it is important to keep the shipping carton, packing material and parts intact. Please contact Digi-Key Customer Service to initiate a claim.

Prices/Quantities:

Prices are subject to change without notice and quantities may be limited.

Product Liability:

Digi-Key's sole obligation for products that prove to be defective within 90 days of purchase will be replacement or refund. Digi-Key gives no warranty either expressed or implied and specifically disclaims all other warranties, including warranties for merchantability and fitness. In no event shall Digi-Key's liability exceed the buyer's purchase price nor shall Digi-Key be liable for any indirect or consequential damages.

This warranty does not apply to products which have been subject to misuse (including static discharge), neglect, accident, or modification, or which have been soldered or altered during assembly and are not capable of being tested.

DO NOT USE PRODUCTS SOLD BY DIGI-KEY AS CRITICAL COMPONENTS IN LIFE SUPPORT DEVICES OR SYSTEMS!

Products sold by Digi-Key are not authorized for use as critical components in life support devices or systems. A critical component is any component of a life support device or system whose failure to perform can be reasonably expected to cause the failure of the life support device or system, or to affect its safety or effectiveness.

Duplicate Mailings:

If you receive more than one catalog with the same name and address, please send the labels to Digi-Key and pass the catalog along to a friend.

Environmental Notes:

All anti-static packing peanuts used by Digi-Key contain **NO** CFC's and are biodegradable. This Catalog is printed on recycled paper using vegetable-based ink.



ISO 9002 Certified

Digi-Key's operations from order entry to shipping are fully ISO certified. Copies of our certification and quality manual are available for inspection upon request.



VISA



MASTERCARD



DISCOVER



AMERICAN EXPRESS

Cards



AMERICAN EXPRESS
CORPORATE PURCHASING



UPS



FEDERAL EXPRESS

Shipping charges and insurance will be added to C.O.D., credit card and open account orders.

1-800-344-4539

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