



Purchase Order Requirements / Return Policy *** HELP US, HELP YOU ***

To help get your orders entered quickly, please provide us with the following information:

To Get Your Order Fast...go online to www.dell.com

Purchase Order Requirements

- ☐ **Purchase Order Number**
- ☐ **Customer Number**
- ☐ **Dell Quotation Number**
- ☐ **“Bill-To” Address, Contact Name & Phone Number**
- ☐ **“Ship-To” Address, Contact Name & Phone Number**
- ☐ **Description, Quantity & Price of Equipment**
- ☐ **Contract Vehicle Used for Purchase**
Your purchase is subject to Dell’s “U.S. Terms and Conditions of Sale – Direct” at www.dell.com/terms, unless you have a separate purchase agreement with Dell that governs this purchase.
- ☐ **Purchasing Department Contact Name & Phone Number**

- ☐ **Signature** Make sure an employee authorized to bind your company or entity signs the P.O.
- ☐ **Payment Terms: Net 30 Days** Dell’s 30 day terms of payment are contingent upon credit approval.
- ☐ **Ship Method & Pricing**
- ☐ **Tax Status**

Indicate whether the order is taxable or non-taxable.

- Dell collects sales/use tax on all orders unless a valid tax exemption certificate is on file in Dell’s Tax Dept. (ph: 1-800-433-9019; fax: 1-800-433-9023).
- Tax is charged based on shipping location; therefore, companies with multiple locations must have a tax exemption certificate on file for each state to which tax exempt purchases are shipped.
 - If tax exempt, the “bill-to” company name on the purchase order must match the company name on the tax exemption certificate.

Dell’s U.S. Return Policy

Dell’s U.S. return policy can be found at www.dell.com/policy/legal/warranty.htm . Contractual provisions mutually agreed to by Customer and Dell related to returns will take precedence over the on-line policy.

Important Note: Purchase orders not meeting these requirements may result in delayed order processing.

Purchase order management helps us maintain our commitment to excellence by allowing us to process orders accurately and efficiently. If you have any questions, please contact your Dell Sales representative for assistance.

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