



CEA Instruments, Inc.

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PROCEDURE FOR ORDERS PLACED OUTSIDE OF THE UNITED STATES AND CANADA

1. Customers outside of the USA and Canada must first fax their official Purchase Order with all their complete information to CEA Instruments at 001-201-967-8450.
2. CEA Instruments prefers to dispatch Purchase Orders outside of the USA and Canada via the customers UPS, FedEx, or equal carrier account for C, F, & I (S, H, & I). If customer does not have any means of freight collect, CEA Instruments must be informed prior so the estimated charges can be added to total.
3. CEA Instruments then prepares and faxes their Order Acknowledgment to the customer for approval along with our Terms of Payment Letter. Only wire transfers (with added \$35 fee) or bank draft drawn on any NY or NJ USA bank (without added fee) is accepted by CEA Instruments.
4. Customer then reviews, completes, signs, and dates the Order Acknowledgement. The expected date that the required prepayment will be made must be included when the completed Order Acknowledgement is faxed back to CEA Instruments.
5. CEA Instruments starts to process the customers Purchase Order after the Order Acknowledgement is faxed back. The merchandise is then prepared or ordered only after all of the money is prepaid.
6. CEA Instruments then dispatches customers order when completed and ready.
7. A copy of the final paid Invoice and shipment tracking information will be faxed to customer within 1 business day typically afterward.