

**APPENDIX D - ORDERING FROM SMALL
PARTS**



SMALL PARTS INC.

e-mail: first@smallparts.com
Web: <http://www.smallparts.com/first>
FAX: 1-800-423-9009
phone: 1-800-220-4242

ORDERING GUIDELINES

FIRST - The Competition 1997

SMALL PARTS INC., an Official Sponsor of The Competition 1997, contributes \$425 of parts from the **SMALL PARTS INC.** catalog to each participating team for use in robot construction. You may purchase additional parts for prototype development, but by the **OFFICIAL RULES** the final machine may not contain more than \$425 of parts. To order parts for your prototypes or for your final machine, please follow these guidelines:

Register *FIRST*

You may register by FAX or e-mail. Once registered, a team may submit orders to **SMALL PARTS INC.** at any time during The Competition.

By FAX: Fill out the Registration Form (next page) and send it to 1-800-423-9009

By e-mail: Go to <http://www.smallparts.com/first> and follow the instructions.

To Place an Order

You must register before ordering. Then you may order by:

FAX: Copy the FAX Order Form (follows the Registration Form), fill it out and FAX to **1-800-423-9009**.

INTERNET: Link to the order form at <http://www.smallparts.com/first>. If your web order requires more than 9 separate line items you will need additional forms. Be sure to indicate in "Notes" that an additional form(s) was used in the order, to facilitate retrieval.

PHONE: Call **1-800-220-4242** or **305-557-8222** and give your order to an order entry agent.

Shipping and Billing Information

Orders must be placed before 12:00 noon in your time zone for same-day shipment.

Orders placed against the \$425 allotment ship **BLUE LABEL - FREE** (2-day delivery).

Orders requiring Overnight or Saturday delivery carry an additional charge.

Orders outside the \$425 allotment are charged the standard shipment fee for Blue Label, \$5.00.

Orders over \$200 ship **BLUE LABEL-FREE**.

Please Note:

If a part is temporarily out-of-stock SMALL PARTS, INC. will advise you immediately by e-mail, fax or phone when it may become available. You may then change the size or part ordered.

Returns must be made within 30 days of receipt and in unopened packages. Please call Mirta Dorta at 305-557-7955 to obtain an RMA number. Be sure to have your packing slip(s) ready when you call, since you must provide the invoice number(s) for the material being returned. Some material may be subject to a 15% restocking fee.



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REGISTRATION FORM

FIRST - The Competition 1997

Date: _____	Team No.: _____
Team Name: _____	

Contact Person:

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ e-mail: _____

24-hour emergency phone number for problem resolution: _____

Other team members who can order:

Name: _____	Affiliation: _____

For charges beyond the \$425 allotment send invoices to:

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ e-mail: _____

Use Purchase Order No. _____

CREDIT CARD INFORMATION AMEX VISA MASTERCARD Expiration Date: _____

Card No. _____ Cardholder Name: _____

Billing Address: _____

City: _____ State: _____ ZIP: _____

Send packages to:*

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ e-mail: _____

FEDEX Account No. (if applicable) _____

* All packages are shipped to this address unless an alternate is given with the order.

