

**APPENDIX D - ORDERING FROM SMALL  
PARTS**



**SMALL  
PARTS  
INC.**

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

# ORDERING GUIDELINES

FIRST – The Competition 1998

**SMALL PARTS INC.** an Official Sponsor of The Competition 1998, 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

Prior to placing your first order with **SMALL PARTS INC.** you must register your team. Once registered, your 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)

We encourage teams to place their orders via FAX or the INTERNET. This allows us to enter your orders directly and immediately contact you if any problems are found. Please make sure you fill out all sections of the Order Form. Any section not completely filled out may delay processing and shipping of your order.

**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>.

**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, \$6.00.
- 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 the part will be available.

*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) available when you call, since you must provide the packing slip number(s) for the material to be returned. May require a 15% restocking fee.



**SMALL PARTS INC.**

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

# REGISTRATION FORM

FIRST - The Competition 1998

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: \_\_\_\_\_  
Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_  
Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_  
Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_  
Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

### For charges above 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 alternative is given with the order.

