



Thank you for choosing PicturePhone Inc. as your value added distributor for conferencing products and accessories. We strive to offer the best visual communication product mix along with competitive pricing along with a high level of customer service. In order to ensure a positive purchase experience we need your organization to provide appropriate information on all purchase orders. Please review our current purchase order requirements below:

Purchase Order Requirements:

To place an order, a hard copy PO is required for all clients with open account terms. All purchase orders are subject to acceptance by PicturePhone Inc. Credit card orders require a credit card authorization form. (A purchase order is suggested but not required with credit card and or pre-paid orders.)

PicturePhone requires at minimum the following to be present on any submitted Purchase Order.

- Billing to Address (Where we will send the invoice)
- Ship to Address (Where the product will be dispatched to.)
- Payment Terms: Net-30 Days
- Specified shipping method (UPS, Federal Express, Truck and level of service desired. Fedx Ground is not available.)
- FOB = Rochester, NY – PicturePhone will pre-pay and add freight charges.
- Description of Items - Listing of items with our part number and/or manufacturers part number specified as well as brief description.
- Accurate item cost for each item.
- Quantity of each item being ordered.
- Subtotal cost of items ordered.

*Important Notes:

1. Purchase Orders for equipment installation services must be submitted as a separate purchase order. **We will do our best to meet on-site delivery targets. However, We urge you not to dispatch installers out to a site unless you have received all the equipment ordered for that specific job/location.**
2. *Credit card orders – We are not able to accept partial payments on credit cards. We can however split orders by whole unit and run your card against any truncated order so long as the charges are applied to a finite unit volume and associated freight for that item/s.*

**We will return all submitted purchase orders that do not meet our minimum specified criteria. We reserve the right to decline any purchase offer we receive.*

Purchase orders are accepted via email (PDF), Fax, and US Post.