

**APPENDIX F - ORDERING FROM SMALL
PARTS**

THE 1996 U.S. FIRST ROBOTIC COMPETITION RULES

ORDERING PROCEDURE FROM THE SMALL PARTS CATALOG

Telephone.....1-800-220-4242 or 305-557-8222
FAX.....1-800-423-9009

Once again, SMALL PARTS INC., has signed on as an Official Gold Supplier to the 1996 Kit of Parts. Their sponsorship is direct to you in the way of an account for each team with a beginning credit balance of \$425. The final machine may not contain more than \$425 worth of parts from the SMALL PARTS INC. Catalog 16.

If you require more than \$425 in parts for prototyping and development of the machine, the balance will be billed directly to your team "Bill-To" (*see FAX form*). This year, SMALL PARTS INC. has also made credit card (AMEX, VISA & MC) billing available. To use Credit Card Billing :

- a- If by *FAX* - check the box under "Bill-To" and provide the requested information;
- b- If by Phone - provide the SMALL PARTS agent with the needed information.

To Place an order

Call or *FAX* to the numbers above and have the following information available:

1. TEAM NUMBER given to you at Kickoff Workshop;
2. Name of the TEAM MEMBER ordering;
3. SIP Part Number;
4. Quantity required (use the standard catalog quantities);
5. Complete shipping address, including the person's name receiving the shipment;
6. Daytime telephone number and *FAX* number.

If a part is temporarily out of stock

Upon receipt of your order, SMALL PARTS INC will immediately advise you, by *FAX* or by phone, when it will be available and provide you with the option of changing the size or part on your order.

To determine the shipping date of an order

1. Orders must be placed before 12:00 noon in your respective time zone;
2. Orders placed after 12:00 noon will be shipped the following business day.

To set the receive date of an Order

1. Second day delivery (excluding Saturday) via UPS Blue Label is complimentary
2. Overnight and Saturday delivery via UPS Red Label and/or Federal Express is available, *at an additional charge, billed directly to your team.*

