



## Super Conductor Materials, Inc.

391 Spook Rock Industrial Park, Suffern, NY 10901 · 845.368.0240 · Fax 845.368.0250 · [www.scm-inc.com](http://www.scm-inc.com)

Thank you for choosing Super Conductor Materials, Inc.!

To place a purchase order, we will need all of the following information. You must send us your order in writing, either by fax or by e-mail.

**Email** – [orders@scm-inc.com](mailto:orders@scm-inc.com)    **Fax** – 1-845-368-0250

Orders placed via unofficial e-mails, or by phone, will not be accepted.

**SCM, Inc. guarantees all personal information will remain confidential.**

Please provide all of the following information on your official purchase order -

1. Company Name
2. Contact Name
3. Billing Address
4. Shipping Address
5. Phone Number
6. Fax Number/E-mail address
7. Purchase Order Number (if applicable)
8. SCM Quotation Number(s)
9. For all CA and NY customers, please state if this order is for resale and/or provide your Resale Certificate.
10. Preferred method of payment
  - If you are paying by credit card, we will need further information ([Credit Card Form](#)).
  - If you are a new customer and wish to have your terms as Net 30, we require 3 credit references ([Credit References Form](#)).
11. Preferred method of shipping
  - UPS (**Preferred**) – Please provide your account number. If you do not have an account number, we will prepay and add the cost of shipping and insurance to your invoice.
  - FedEx - Please provide your account number. All transportation charges, including duties and taxes, will be billed to your account. SCM is not responsible for these charges. Note: If you do not have an account number, your order will be shipped via UPS.

Once we receive all of the above information, your order will be processed. We will then send an order confirmation with an estimated ship date.

Again, we thank you for your order!