



## Tech Knowledge Associates Terms and Conditions:

Supplier will confirm Part, Cost, Quantity Delivery and Warranty per purchase order within 24 hours.

Order confirmation to be sent to [parts@ii-techknow.com](mailto:parts@ii-techknow.com) or fax to 806-414-7865, listing purchase order number in the subject field.

Vendor will package all parts or assemblies in appropriate shipping containers to minimize the risk of damage during shipment.

Supplier to send shipment tracking number and order reference number upon shipment.

Supplier will record purchase order number on all invoices, packing lists, bill of lading and shipping labels.

Unless other agreements are made, supplier will ship order FedEx 2nd day using TKA FedEx Account.

- Contact TKA Procurement (806-853-7278) or [parts@ii-techknow.com](mailto:parts@ii-techknow.com) for FedEx account information.
- If combined shipping weight exceeds 150 lbs. (70 kg), call 806-853-7278 prior to shipment.

Calibrations must be conducted in accordance with ANSI Z540-1.

Changes to supplier quality system will be communicated to TKA Quality by e-mailing [quality@ii-techknow.com](mailto:quality@ii-techknow.com).