

DIR Ordering Instructions **Contract Number DIR-TSO-3676**

1. All DIR Purchase Orders must reference the applicable contract number or it cannot be processed as a DIR order
2. All DIR Purchase Orders must be issued to:
G4 Spatial Technologies, LLC
P.O. Box 2065, Austin, TX 78768
3. Purchase orders must be sent to all or one of the following:
 - Your dedicated Sales Person
 - G4sales@G4Spatial.com
 - Fax: (210) 681-4229
4. Purchase order must have the following information:
 - Bill To Address
 - Bill to Contact
 - Ship to Address
 - Ship to Contact
 - Date of Purchase
 - Payment Terms
 - Requested Delivery Date(s)
 - Special shipping notes (e.g. do not partial ship, requires lift gate, please contact 1 hour before delivery, etc...)
5. All Terms and Conditions of the DIR contract apply to all DIR Issued Purchases