



April 19, 2017

ATTENTION: AMETEK BROOKFIELD SERVICE CUSTOMERS

SUBJECT: AMETEK BROOKFIELD HAS NEW BUSINESS REQUIREMENTS

We have changed our business practices. Please consider the elements listed below when preparing to send your viscometer/rheometer for service:

1. All repair transactions require a purchase order or credit card for payment.
2. Credit card payments will be transacted after the unit is repaired. DO NOT include your credit card number with the viscometer shipment (electronic security measures). We will contact you when the credit card is to be charged.
3. The purchase order should be included with the instrument when shipped to AMETEK Brookfield (or provided by email in advance).
4. Purchase orders should be written with "VALUE NOT TO EXCEED \$650.00". In the event that the service charge is over \$650.00, we will contact you for a change to the purchase order.
5. Purchase order requirements include:
 - a. Issued on company letterhead (or form).
 - b. Issued in the name of: *AMETEK Brookfield*
 - c. Payment Terms: N30
 - d. Freight Terms: FOB-Middleboro MA
 - e. Value not to Exceed \$650.00.
 - f. Valid customer BILL TO address.
 - g. Valid customer SHIP TO address.
 - h. Serial number of unit to be serviced.

Please contact our Service Team with any questions.