

Welcome

Thank you for choosing Accu-Sembly. We appreciate the opportunity to support your manufacturing needs.

This guide is intended to help make your first order as straightforward as possible by outlining a few items to review before placing your order.

Purchase Order Requirements

Please include the following information on your Purchase Order:

- Customer Purchase Order Number
- Accu-Sembly Quote Number
- Customer Part Number
- Revision Level
- Quantity
- Requested Delivery Date(s) (Please ensure requested delivery dates are consistent with the quoted lead time or contact us if expedited delivery is required.)
- Ship-To Location
- Preferred Carrier
- Shipping Account Number (if applicable)
- Buyer Contact Information

If your Purchase Order includes changes from the accepted quotation, please identify those changes when submitting your order.

Terms and Conditions

Accu-Sembly's Terms and Conditions of Sale accompany our quotation and serve as the basis for acceptance of your order unless otherwise mutually agreed in writing.

Customer terms and conditions, quality clauses, or other customer-specific requirements that introduce obligations beyond those specifically accepted by Accu-Sembly may require review prior to order acceptance.

To help avoid delays, please provide any applicable customer terms, quality clauses, or other customer-specific requirements either before or at the time the Purchase Order is submitted.

Quality Requirements

If your organization requires additional documentation, certifications, inspections, reports, or customer-specific deliverables beyond those included in our quotation, please notify us before or at the time the Purchase Order is submitted.

Additional customer-specific requirements may affect pricing and/or lead time.

Establishing Credit Terms

Accu-Sembly encourages customers to establish credit terms prior to placing their first order whenever possible.

Establishing payment terms in advance helps ensure your Purchase Order reflects the agreed commercial terms and allows production to begin without unnecessary administrative delays.

Customers requesting open credit terms should complete Accu-Sembly's Credit Application. Payment terms are subject to credit review and approval.

If open credit terms are not established prior to production, alternate payment arrangements will be coordinated before production begins.

Accu-Sembly accepts payment by:

- ACH / Electronic Funds Transfer (Preferred)
- Business Check
- Zelle

At this time, Accu-Sembly does not accept credit card payments.

Customer-Supplied Material (Consignment)

If your order will utilize customer-supplied material (consignment), please review our **Consigned Material Shipping & Packaging Guide**, available on the **Downloads** page of our website.

If you have questions or would like to discuss your consignment process before preparing your first shipment, we welcome your Purchasing, Inventory, or Materials personnel to visit our facility for a **Material Readiness Review**. This collaborative review provides an opportunity to discuss industry best practices for preparing production-ready material, including packaging, labeling, BOM alignment, traceability, and other considerations that help reduce receiving discrepancies and minimize production delays.

After We Receive Your Purchase Order

Upon receipt of your Purchase Order, Accu-Sembly will perform a contract review to verify that the Purchase Order is consistent with the accepted quotation and that any remaining commercial or customer-specific items have been resolved prior to order acceptance.

Additional Resources

To assist our customers throughout the product lifecycle, additional resources are available on our website, including:

- Consigned Material Shipping & Packaging Guide
- PCB Panelization for Efficient Assembly
- Quality Certifications
- Additional customer resources as they become available

Need Assistance?

If you have any questions regarding order placement, commercial requirements, quality requirements, payment arrangements, customer-supplied material, or any of the resources available on our website, please contact us.

We are happy to assist and look forward to helping make your first order a smooth and successful experience.

Thank you again for choosing Accu-Sembly. We look forward to building a successful long-term partnership with you.