



How To Order Guide

Guidelines for ordering products and services from AMT

Orders must be submitted using a Purchase Order containing:

1. AMT part numbers, quantities desired, and price. Part numbers are provided in AMT Price lists. *Note that some products such as HID cards and readers, SARGENT locksets, etc., have complex part numbers that are created by specifying options from How To Order guides provided by these manufacturers. In these cases, AMT part numbers are base numbers only and the full part numbers for these products must be specified in your PO.*
2. Total amount of the purchase order
3. Ship to address, method, and any other shipping instructions
4. A Purchase Order number (each must be unique) and date of issue
5. Name and signature of a authorized purchaser
6. Orders can be emailed to orders@amt-us.com or faxed to 763-509-0402.

Please Note:

- Certificate of Exemption and Company Contact forms must be on file with AMT.
- Partial order shipments can occur due to manufacturers' limitations in production or inventory. In such cases, AMT will bill for those items shipped at time of shipment.
- AMT drop ships most orders for hard goods. AMT does not warehouse inventory. Lead times are subject to suppliers' product availability. If short lead times are required, it will be the responsibility of the customer to stock inventory.
- Terms (subject to credit approval) are net due in thirty days from ship date unless otherwise specified by AMT.
- For warranty information on hard goods, please see the manufacturer's information. AMT is not responsible for the warranty on goods sold, but does offer web-based technical support and inquiries on all goods purchased from AMT.
- Return Material Authorization (RMA). Various manufacturers have different RMA procedures. AMT follows RMA procedures on the behalf of those suppliers. Please be aware fees may apply for hardware that has been returned and is found to be in working order. Shipping fees are the customers' responsibility for all returned goods.
- Prices are subject to change without notice.
- AMT cannot process orders with incorrect pricing or incorrect part numbers. Every effort will be made to get in touch with customers in a timely manner should this occur.
- Once submitted, purchase orders are processed to our suppliers. Cancellations and/or changes will be allowed only to the extent our suppliers permit.