



**SOUTHWEST MICROWAVE, INC.**  
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## **Purchase Order Processing and Handling Considerations**

- \$350 minimum total order (all values in \$ US Dollars).
- Additions to existing order must be within 30 days of original PO date.
  1. Once fulfillment of an order is underway, increases will be entered as Stand Alone items with pricing and shipment lead-time based upon applicable quantity.
  2. Unless mutually agreed in writing prior to order entry, once an order is underway (usually 48 hours after receipt), quantity increases cannot be combined with prior order-quantity for combined (total) quantity pricing.
- Due to costs for handling, "changes" are limited to 3 changes to original PO unless otherwise mutually agreed in writing prior to request for change.
- New customer payment terms: To minimize delays for new account set-up and credit check, first orders should be by Credit Card or Advance Payment
- Orders for Export or Re-export (and orders for general inventory/stock by Resellers) must advise end-use country/customer and be in compliance with all Export Regulations of the US Government. Click [here](#) for Export Compliance Form.
- Orders cannot be entered without complete information regarding shipment method and carrier account number if freight collect.
- Orders usually cannot be rescheduled within 30 days of scheduled ship-date, without prior, mutual written agreement.
- Normally, orders may be scheduled with multiple deliveries for 1-calendar-year after receipt of order, at price applicable for total quantity ordered. However, conditions may apply, such as minimum dollar-amount per shipment. Any quantities cancelled may subject the remaining quantities to re-pricing and bill-back based upon reduced quantity in addition to cancellation charges.
- Orders once completed and closed may not be reopened (e.g., for additional item additions) unless by special agreement. Southwest Microwave's fiscal year is October 1st to September 30th. Orders completed and closed in one fiscal year cannot be re-opened in following fiscal year.
- Our products are COTS with export EAR 99 NLR.