

DIR Ordering Instructions **Contract Number DIR-CPO-6013**

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 Geomatic Resources, LLC
P.O. Box 310367
New Braunfels, TX 78131

3. Purchase orders must be sent to all of the following:

- Your dedicated Sales Person
- Christina.Lucas@G4GR.com

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