

Following information are required to handle your order in a proper way.  
Required information:

### Always:

- Your order number and date.
- Delivery address (if not standard).
- Required delivery date from IMO AB.
- If part delivery is accepted.
- IMO application code.
- Pricing (if not standard).
- X-Order, if required.
- Payment terms (if not standard).
- Delivery terms (if not standard).
- Value for customs clearance if delivery direct to your customer.

### Optional:

- Your contact person.
- Your customers order number and date.
- Name of your customer.

### Content:

Please specify the complete designation and serial number of the pump that you require spares for, i.e. "ACF 110N4 IRBO A020 s/n 345678". Please specify required spares with part number and quantity.

It is an advantage if you also note item number and/or the denomination of the part enabling easier control of correct part number.

Price and discount are only required if they deviate from our valid List price and your normal discount.  
If you order complete pumps or pump elements do not forget to note if any certificates are required.

**IF WE HAVE MADE AN OFFER, PLEASE ALWAYS REFER TO THIS OFFER.**

**ORDERS MARKED WITH 'X-ORDER' WILL BE GIVEN PRIORITY (cf X-orders, Section A)**

To speed up the order handling, please use the "IMO Ordering System" See next page.

### RELEVANT IMO AB APPLICATION CODES:

- "1xxx" IMO AB screw pumps
- "3xxx" IMO USA screw pumps
- "4xxx" Other pumps
- "x1xx" General industry sales
- "x2xx" Elevator pump sales
- "x3xx" Commercial marine sales
- "x4xx" Navy sales
- "x5xx" Power Generation
- "x6xx" Pulp and Paper
- "x7xx" Hydrocarbon Processing Industry
- "x8xx" Chemical Processing Industry
- "x9xx" Crude Oil
- "xx2x" Spare parts sales
- "xxx0" Orders for your stock
- "xxx2" Your customer: OEM-customer
- "xxx3" " Ship yard
- "xxx5" " Contractors & Consultants
- "xxx6" " Resellers, Trading comp.
- "xxx8" " End user