PURCHASE ORDER ACCEPTANCE POLICY

Orders and Registrations must be prepaid. Purchase Orders (PO) are considered contracts for payment, thus act as prepayment.

AIAG only offers payment terms of Net 30, unless previously agreed upon by AIAG. AIAG does not offer payment term discounts. Your company’s account must currently be in good standing and have previous acceptable payment history (no balances due older than 30 days, no bad debt or write offs, not in bankruptcy status). PO privileges are at the discretion of the CFO.

AIAG will accept POs provided the following conditions are met:

**For Product Orders:**

- Clearly state the shipping and billing addresses.
- The Bill to address must be located in the United States or Canada. International PO’s will not be accepted for product orders.
- Minimum purchase requirement of $250.00
- A copy of the approved PO, signed by an authorized purchasing agent, must be provided.
- If your company is tax exempt, please provide a Tax Exemption Certificate with the purchase order, otherwise sales tax will be applied to the order if applicable.
- Include provisions for shipping/freight (FOB Shipping Point or Prepaid & Add).
- For shipping purposes, please include your telephone number on all orders.
  *A $4.00 Handling Fee will be added to the order if you wish to use your own shipping account number. (AIAG only ships UPS)*

**For Class Registrations:**

- An approved copy of the PO must be submitted with a registration form which is located at [https://www.aiag.org/staticcontent/files/training.pdf](https://www.aiag.org/staticcontent/files/training.pdf).

**POs may be faxed to (248) 799-7995.**

**All PRIORITY (Next Day, Second Day, etc.) orders must be received by 2:00pm Eastern Standard Time to be shipped the same day.**

For further information, please contact the AIAG Customer Service Department via phone at (248) 358-3003, via fax at (248) 799-7995 or via email at order_inquiry@aiag.org.