

# PARTS INFORMATION

## HOW TO ORDER PARTS

To insure accuracy and promptness in filling your order, the following information **MUST** be given:

1. Name and address of of person or company to whom the invoice is to be sent.
2. Name, address and phone number where parts are to be shipped.
3. Shipping instructions (UPS, Truck, Air etc.)
4. Are transportation charges to be prepaid or collect.
5. Your order number.
6. Model number of the machine.
7. Serial number of the machine.
8. Quantity of Part(s) required.
9. Part number(s) needed.
10. Description of part(s)

## BUYING PARTS NOT MANUFACTURED BY LAYTON MANUFACTURING COMPANY.

There are many items purchased by Layton Mfg. Co., from various suppliers that look like standard items, but are manufactured to special tolerances, or are special alloys, or have been specially heat treated. consequently, serious problems can arise when these facts are not realized and such parts are substituted unknowingly. We realize that in many cases it may be more convenient for you to buy stock supplier items direct, rather than through Layton Mfg. Co. We have identified such items in our Parts List. However in the event of unsatisfactory performance resulting from the use of supplier items not so identified, Layton Mfg. Co. **CAN NOT** be responsible.

## RECEIPT OF PARTS

Responsibility for breakage, loss or damaged goods, ceases upon delivery of the merchandise to the transportation company from whom a receipt is received showing that the shipment was received in good condition. If any material is short and/or damaged, a notation should be on the carrier's agent bill.

## PARTS TO BE RETURNED

Permission to return parts or equipment **MUST** be received before making shipment. When requesting permission, itemize the parts and quantities to be returned and show the **INVOICE NUMBER AND DATE** of original purchase. Transportation charges **MUST** be **PREPAID**.