

## DIR Ordering Instructions **Contract Number DIR-CPO-4752**

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 Spatial Technologies, LLC  
P.O. Box 310367, New Braunfels, TX 78131
3. Purchase orders must be sent to all or one of the following:
  - o Your dedicated Sales Person
  - o [G4sales@G4Spatial.com](mailto:G4sales@G4Spatial.com)
  - o G4 Spatial DIR Main Contact
  - o Fax: (210) 681-4229
4. Purchase order must have the following information:
  - o Bill To Address
  - o Bill to Contact
  - o Ship to Address
  - o Ship to Contact
  - o Date of Purchase
  - o Payment Terms
  - o Requested Delivery Date(s)
  - o 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