GARMIN Partner / Employee Pro Purchase Order Form

Garmin lets you purchase our great products at special prices through our Partner and Employee Pro Purchase programs.

	Order Online! Email us at **Employee.PurchaseOrders@ Garmin.com** for your pricing discount code to use online while shopping our website.	**Order with This Form!** Fill out and fax the next page to 913-440-8866. Or, mail it directly to the address shown on its bottom left.	

How our Partner and Employee Pro Purchase programs work:

- Garmin offers eligible associates of its business partners, as well as employees of its dealers and distributors, special offers on Garmin products. These offers are part of our Partner and our Employee Pro Purchase Programs. We offer participants in these programs a specific percentage off the manufacturer's stated retail price (MSRP) of our products. MSRP for Garmin products is available at www.garmin.com or in our online Dealer Resource Center.
- We do not allow promotional offers to be combined with program discounts in a single purchase.
- Certain products may be excluded from these programs at the sole discretion of the Garmin Vice President of Sales. IFR install-only products are automatically excluded from these programs.
- We limit purchases through these programs to five (5) units per calendar year.
- If product ordered through these programs is not available for immediate delivery, we notify you of this in the order acknowledgment. We do not process charges until the product is available to ship.
- Product ships subject to availability. All other business requirement for product takes precedence over orders placed through these programs.
- **Products purchased through these programs may not be re-sold for more than the price paid under any circumstance. Garmin reserves the right to revoke special pricing privileges to anyone who violates this or any of its policies.**

All orders made through our Partner and Employee Pro Purchase programs must include:

- The name and phone number of the person making the order.
- Total discounted price plus shipping and handling, and sales tax if applicable. With the proper pricing discount code, orders placed online at buy.garmin.com will show all of these automatically, including discounted product prices before you make your order. Please email us to obtain this code at Employee.PurchaseOrders@garmin.com before submitting an order online. The optional manual form on the next page shows states requiring us to charge sales tax.
- A credit card number if the order is made online. Ordering online is preferred for credit card purchases.
- A credit card number, a check, or a money order if the order is made with the optional manual form on the next page. Checks or money orders must be directly attached to the form. Money orders or cashier's checks may be subject to a five to seven business day delay for processing. **We do not accept C.O.D or cash payments**.

Shipping Costs and Restrictions

- US Default Shipping Options:
  - UPS 1Day $28.00
  - UPS 2Day $18.00
  - UPS Ground $8.00
- Canadian Default Shipping Options:
  - Air International Express (2-5 business days) $70.00
  - Air International Economy (3-7 business days) $50.00
  - UPS Ground (8-10 business days) $10.00 plus brokerage fees at point of pickup
- Canadian customers are responsible for any additional taxes, customs, and duties charged upon delivery.
- All orders ship via UPS to the residence or place of employment of the purchaser. **UPS cannot deliver to P.O. box addresses**. Please provide a street address for shipping.
- Shipping costs are subject to change based on the size, weight, and method of a shipment.

Return Requirements and Restrictions

- **Garmin requires obtaining a Return Material Authorization (RMA) number before returning any product.** For General Returns, Repair Returns, or Warranty Returns, please email us at Employee.PurchaseOrders@garmin.com for the RMA number, the proper return address, and the dock door number.
- Returns should be made within 30 (thirty) business days of original purchase date.
- Opened software is non-returnable.

We recommend ordering on buy.garmin.com if paying by credit card.
Please keep this page for your reference. If you have any questions about this program, need an online pricing discount code, or have not received an order acknowledgement within 48 hours of making your order, please contact Employee.PurchaseOrders@Garmin.com.
Our hours of operation are Monday through Friday, 8:00-5:00 Central Time.

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GARMIN. Partner / Employee Pro Purchase Order Form

Employee Name: _____ **Date:** _____
Employee Email: _____

Account/Store #: _____ **Partner/Dealer/Distributor Name:** _____
Work Phone: ( ) _____ **Manager's Name:** _____

Bill to Name and Street Address: _____
City: _____ State: _____ Zip: _____
County: _____ Telephone: ( ) _____ ext. _____
(ex: Johnson) (Required)

☐ Ship To address same as Bill To address

☐ Ship To address different from Bill To address (list shipping address below)

Ship to Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
County: _____ Telephone: ( ) _____ ext. _____
(ex: Johnson) (Required)

Payment Method

Credit Card #: _____ Exp. Date: _____
Name on Credit Card: _____
Check/Money Order #: _____
Signature: _____ Date: _____

Part Number	Qty	Item Description	List Price

Orders within US
☐ UPS 1Day $28
☐ UPS 2Day $18
☐ UPS Ground $8
Canadian Orders
☐ Air Int. Express $70
☐ Air Int. Economy $50
☐ UPS Ground $10

Total before savings: _____
Less program savings: – _____
Total after savings: _____
Plus shipping/handling fee: + _____

Plus applicable Sales Tax for ship-to addresses in AZ, CA, FL, IL, KS, MI, MO, NC, NM, OK, TX, WA and Canada (for example, If ship-to address is KS-Johnson County, tax is 8.5%) + _____

GRAND TOTAL: $ _____

Prefer to order online? Please request a
Discount Code either by emailing us at
Employee.PurchaseOrders@Garmin.com
or by calling 913-440-8900.
Otherwise, please send or fax this order to:
Garmin International, Inc.
Attn: Partner/Employee Pro Purchase Programs
1200 E. 151st Street
Olathe, Kansas 66062
Fax: (913) 440-8866

Notes to Garmin: (Select all that apply)

☐ **This is a surprise gift.**
Only contact me at: _____
☐ **Alternate Shipping method:** _____
Alternate Shipping Account #: _____
☐ **Other:** _____

Employee Signature (Required): _____ Date: _____

Owner/Manager's Signature (Required): _____ Date: _____

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