



How to Order Pyramid Series Proximity Cards, Tags and Readers

We appreciate your business. That's one of the reasons we make ordering from Keri easy. Below are some tips that you might find helpful.

1. Include your name, the name of your organization, address, telephone and fax details. At your request we will fax back an order confirmation to you.
2. Include a purchase order number.
3. Include the date of the purchase order.
4. Include the date you would like the products to ship.
5. Include the terms of the purchase order.
6. Include your carrier, as well as your preferred method of shipment.
7. Include a bill to address. If it is the same as the address of your company, you can simply state "same".
8. Include a ship to address and a telephone number.
9. Include the product you would like to order.
10. Include the quantity of each product you are ordering.
11. Include the price of each product you are ordering.
12. If you are ordering readers and would like them to be HID-compatible (*Prox by HID™*), then please add the per reader surcharge and "H" to the part number (e. g. P-300-H).
13. If you are ordering cards or tags, please specify format required, as well as facility code and desired ID range.

For your reference, please find below a sample purchase order:

XYZ Access Company		Purchase Order #:	1234
123 Sample Street		Date:	1 September, 2010
Anytown, CA 95112		Requested Ship Date:	8 September, 2010
USA		Terms:	Net 30
Phone:	+1 (408) 451-2520	Carrier:	UPS
Fax:	+1 (408) 441-0309	Shipment Method:	Red
Contact:	Ms. Jane Dow	Fax Confirmation:	No
Bill To:		Ship To:	
XYZ Access Company		ABC Access Dealer	
123 Sample Street		456 Install Lane	
Anytown, CA 95112 USA		Yourcity, CA 56789 USA	
		Phone: (415) 555-1212	
Item:	Quantity:	Product:	Unit Price: Extended:
1	15	P-300 Cascade Proximity Reader	\$188.00 \$2,820.00
		Add HID-Compatibility (P-300-H)	\$15.00 \$3,045.00
2	525	PSC-1 Standard Light Proximity Card	\$2.80 <u>\$4,515.00</u>
		Format = 26 bit Wiegand	
		Facility Code = 1; ID Range = 1 to 525	
			Total: <u><u>\$4,515.00</u></u>

When forwarding funds, please do so via Federal Reserve to any USA FedBank for credit to Keri Systems, Inc., attention:

Heritage Bank of Commerce
 150 Almaden Boulevard
 San Jose, California 95113
 USA
 ABA #: 121142287, Account #: 001549948

If you have further questions or concerns, please feel free to contact Keri's inside sales team at telephone (800) 260-5265, (408) 451-2520, fax (408) 441-0309 or email sales@kerisys.com.