



# Ordering Information

## To place orders and for customer service:

Telephone: (800) 872-9562

(714) 990-3218

Fax: (714) 990-5409

E-Mail: Sales@LocDown.com

Address: **Business Machine Security  
520 W. Central Ave.  
Brea, CA 92821**

## Order Hours:

7:00 am - 5:00 PM PST Monday thru Friday

FAX - 24 hours a day

## When placing orders, please provide:

1. Company name.
2. Purchase order number.
3. Special shipping instructions.
4. B.M.S. part number and quantity.
5. Lock option.

## Lock Options:

Keyed alike (KA)

Keyed Differently (KD)

Master Keying by special request

## Shipping:

A **\$12.00 handling fee** will be applied for third party billing, when shipping companies other than **FedEx**

## Terms of Payment:

**Net 30 days from date of invoice in U.S. dollars**, unless alternate terms have been negotiated. Please include our invoice number with payment. BMS accepts credit cards, company checks, money orders or cash.

**Note:** Each shipment shall be considered a separate and independent transaction. Payment, therefore, shall be made accordingly.

## Returns Policy:

Goods will be authorized for return provided returns are in salable condition, are current products, include purchase order number, and are returned within 30 days of invoice date. However, there will be a minimum 20% restocking fee for any returns. 25% restocking fee for Lucasey Mfg. returns. Please call for a Return Authorization Number

## Address for returns:

**Business Machine Security  
ATTN: Customer Service Dept.  
520 W. Central Ave.  
Brea, CA 92821**

## Damaged Merchandise:

Notification of damaged or defective merchandise must be made within 15 days of receipt. If the product is damaged during shipment, please notify the carrier and our customer service department immediately, and retain the damaged box for inspection by the carrier.

## Limited Warranty Information:

Business Machine Security, Inc. warrants the original purchaser of Business Machine Security, Inc. products that they be free of defects in material and workmanship for life from the date of purchase. User assumes all risk and liability resulting from the use of the products, whether used singly or in combination with other goods. Business Machine Security, Inc. neither assumes nor authorizes any person to assume for it any liability in connection with the sale or use of the products sold and there are no oral agreements or warranties collateral to or affecting this limited warranty. Business Machine Security, Inc.'s only responsibility under this warranty is for the repair or replacement of any Business Machine Security, Inc. product found to be defective during the warranty period. Business Machine Security, Inc. assumes no responsibility whatsoever for special, indirect or consequential damages resulting from the use of Business Machine Security, Inc. products, and specifically assumes no liability for the loss or damage to equipment or data. The remedies set forth in this Limited Warranty are exclusive and the liability of Business Machine Security, Inc. with respect to any contract of sale or anything done in connection therewith, whether in contract, in tort, under any warranty or otherwise shall not, except as expressly provided herein, exceed the price of the equipment or part on which such liability is based. Any damage caused by the improper use, operation beyond capacity, substitution of parts or equipment not approved by Business Machine Security, Inc., improper packaging, failure to observe installation or other instructions, transit, or repair by one other than Business Machine Security, Inc., will not be covered by and shall void this Limited Warranty.

THIS IS THE ONLY WARRANTY GIVEN, AND EXCLUDES ALL OTHER WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

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