



**LANshack.com**<sup>®</sup>

**CABLING & CONNECTIVITY SUPERSTORE**

..... **Division of Atcom Inc.**

Atcom Services Inc  
/LANshack.com  
155 Meadow Road Suite 100  
Clark, NJ 07066

Phone: 732-396-3600  
Fax: 732-396-8528

**Note: The Purchase Order payment method is for business or individuals who already have an open Net 30 account, for Government or Educational facilities whom don't require a credit application, or for businesses or individuals who have done prior business with LANshack, and would like to apply for terms.**

### **Instructions for placing a Net 30 Purchase Order on our website**

- 1) Log in with your username & password (if applicable, not necessary for all)
- 2) Put all of the items that you wish to purchase in your shopping cart
- 3) Proceed to checkout. Go through the steps as normal. Choose a shipping method, etc.
- 4) In the "Message" box, type in any special instructions or reference information that you may have.
- 5) On the Payment Method page, select Purchase Order option, enter PO number or TBD (to be determined). Complete the checkout process.
- 6) Copy the items to your Purchase Order form including the SKU, description. Include the shipping method and cost as indicated on the order.
- 7) If, possible please reference our order number on the Purchase Order.
- 8) **Please make the Purchase Order to:**  
Atcom Services Inc / LANshack.com  
155 Meadow Road Suite 100  
Clark, NJ 07066  
(This is also the remit to address)
- 9) Fax the Purchase Order to 732-396-8528, or email it to [sales@lanshack.com](mailto:sales@lanshack.com). We cannot process your order until we receive a hard copy of your PO.

### **Instructions for opening a new Net 30 account**

Businesses or individuals whom have completed prior sales with LANshack can apply for Net 30 terms. We will need at least 3 trade references which can be emailed to [sales@lanshack.com](mailto:sales@lanshack.com). Also, please generate a quote in our system and reference that quote number for the items you intend to purchase.

FYI: Atcom Services, Inc. is incorporated in the State of New Jersey Federal Tax ID # 22-323-6744

The best way to communicate about the order is by email ([sales@lanshack.com](mailto:sales@lanshack.com)). Please remember to always refer to the LANshack order number.

NOTE: If the order status says "Open (Payment Pending)" that means that the order is in a neutral state. In other words it is not binding on either party. The order becomes a contract only after the actual Purchase Order has been properly submitted and approved.

By submitting a Purchase Order, the customer certifies that they agree to our [company policies](#). Anyone who does not agree can cancel their order without penalty within one hour for stock orders or within one-half hour for custom orders after the actual Purchase Order has been sent. Note that as per our company policies, custom made orders are not cancelable (after one-half hour), and not returnable unless defective.

**IMPORTANT:** Always refer to the **Online Order Number** (not the PO Number) for all inquiries.