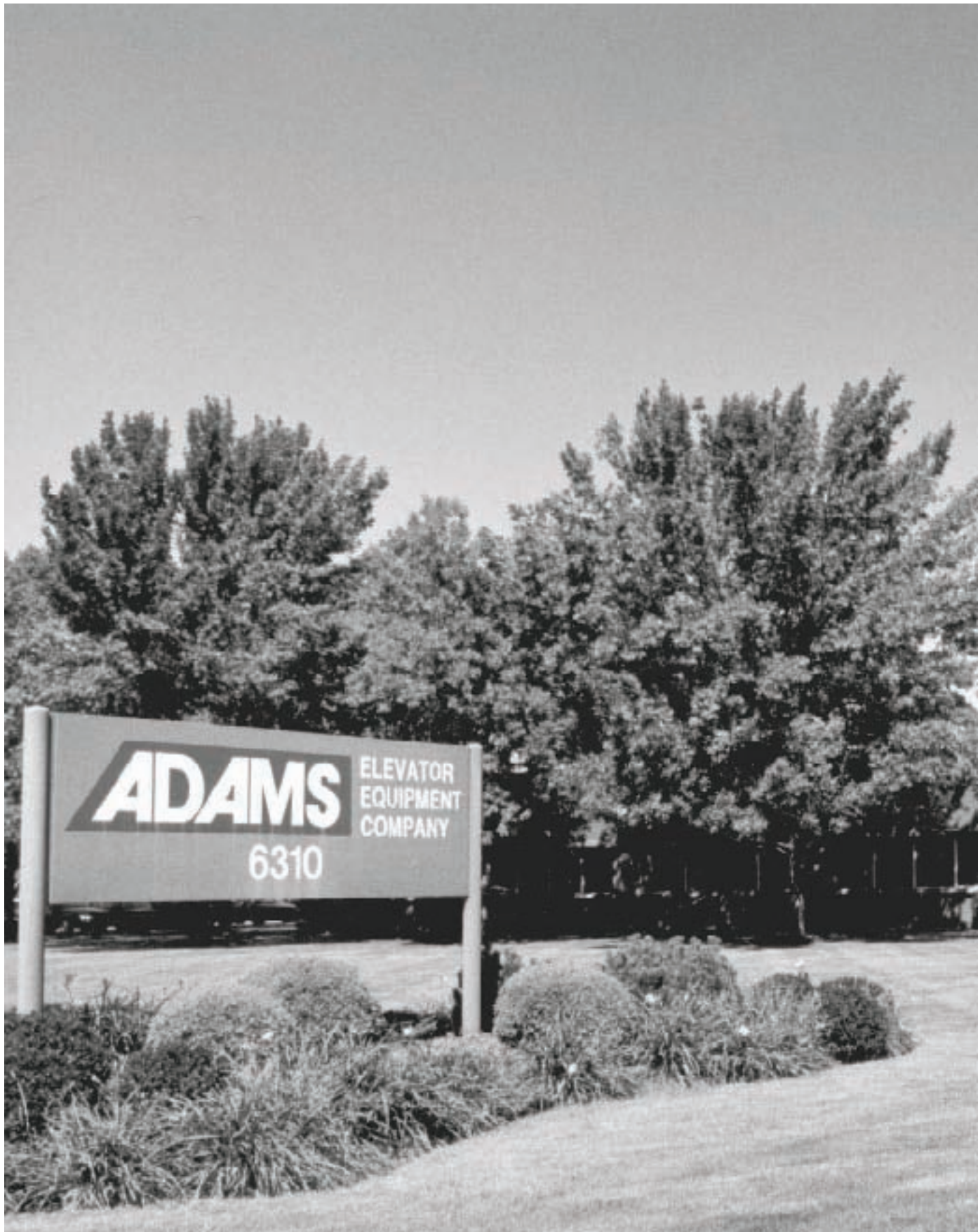


# World Headquarters

Niles, IL

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# U.S. and International Orders

1

For more than 70 years, Adams Elevator Equipment Company has been the preferred source for parts to help mechanics and service contractors repair and maintain elevators and escalators the world over. We have added nearly 15,000 parts, doubling the number of elevator and escalator service parts Adams offers. That means you can make one call to Adams and very likely get every item you need!

Adams is pleased to release our new escalator parts catalog. The basic catalog organization is the same as our elevator parts catalog because you've told us what works best for you. Each section is dedicated to a particular equipment manufacturer. But we've also made it easier for you to find the items you need to work on anybody's equipment.

Adams is proud to be an active supporter of NAEC, CECA, EESF and numerous local and regional professional associations. We look forward to continuing to work every day to earn your business.

## How to contact Adams sales offices: Chicago Metro (Niles, IL)

Parts, Toll-Free ..... 800-929-9247  
Parts, Fax ..... 847-581-2949  
Main Receptionist, Toll-Free ..... 800-323-0796  
Main, Fax..... 847-965-9114  
International, Phone..... 847-965-0700  
International, Fax ..... 847-965-3758  
Mail  
... 6310 W. Howard St., Niles IL 60714-3480 USA

## Canada (Toronto, ONT)

Main, Toll-Free ..... 800-268-5392  
Local, Phone ..... 416-253-6661  
Main, Fax..... 416-253-1662  
Mail .....  
75 Horner Avenue, #3, Toronto, CN M8Z 4X5

## www.adamselevator.com

Parts E-mail: [adams\\_parts@adamselevator.com](mailto:adams_parts@adamselevator.com)  
Safety E-mail: [adams\\_safety@adamselevator.com](mailto:adams_safety@adamselevator.com)

## Your Customer Number:

## Confirming Orders

If you send a confirming order, please make sure it is clearly marked "CONFIRMING" to avoid duplicating your phone order.

## Minimum Orders

Acceptance of orders is subject to a \$35.00 minimum charge.

## Prices and Terms

Call your sales representative for current pricing since pricing is subject to change without notice. Prices prevailing when your order is received will apply. All prices are FOB Niles (or FOB Toronto for Canadian customers). Terms of payment are net 30 days with approved credit. See Terms and Conditions of Sale on page 6.

## Visa, Mastercard, Discover

Adams accepts Visa, Mastercard, and Discover credit cards for payment at time of order.



## Quantity Discounts

Volume discounts are available for a variety of products.

## Shipments

Orders will ship by the most efficient method, based on your delivery requirements. Charges for freight, overnight delivery, insurance, fees, and forwarding costs will be added to your invoice. See Terms and Conditions of Sale on page 6.

# U.S. and International Orders

## Return of Items

Requests for returns must include return authorization number. Please follow the return process described on the packing list or contact your representative for additional information. Returns may be subject to a 25% restocking charge or \$25.00 minimum, whichever is greater. See Terms and Conditions of Sale.

## Damaged Goods Claims

We take extreme care to fill, check, re-check, and pack every order. If you find errors or damaged goods, please report these to our Customer Support Department within 30 days.

In addition, notify the carrier and file a claim for damaged merchandise. Request that the shipment be inspected by a carrier representative to insure prompt processing of your claim. Keep all containers and packing material. See Terms and Conditions of Sale.

## International Shipment and Payment Policies

Adams has worked hard to make it easy for our international customers to order. We have staff that is trained and dedicated to work with international customers. Acceptance of international orders is subject to US \$50.00 minimum charge. Shipment is ex works warehouse, Niles, Illinois. We have the capability to ship CIP destination. Please specify at time order is placed.

Choose from these 5 ways to make payment on your account:

- 1) Cash in advance with a check drawn on an American bank in U.S. dollars. You can pay by way of bank draft drawn in U.S. funds on a bank in the United States.

- 2) Wire transfer funds to Adams Elevator. Call International Sales for instructions on where and how to wire funds for payment. In order to properly credit your account, be sure to reference your Adams account number or proforma number when wiring funds. The amount of the wire transfer must equal the amount of your order. Your bank may require you to pay additional charges at the time the wire transfer is requested. Your order will be processed upon verification from our bank of the wire transfer, so be sure to instruct the bank to notify Adams as soon as the wire is received.
- 3) C.A.D. (cash against documents), also known as a sight draft. In this case, we use American National Bank's correspondent bank in your country. If you choose to use your own bank, let us know the name of the bank.
- 4) Letter of credit. A confirmed, irrevocable letter of credit is often used for larger orders. It can be placed with our bank in the amount of the order. Be sure that your letter of credit stipulates that ALL bank charges are the responsibility of the buyer, and that NVOCC shipments/bills of lading are permitted.
- 5) Credit Card. Adams also accepts VISA, MasterCard and Discover for payment at time of order.



**Note:** International orders ship complete unless otherwise specified.

To place an order from outside the U.S., call International Sales at 847-965-0700, or Fax 847-965-3758 (country code 1).

# Terms and Conditions of Sale

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All orders placed with Adams, whether written or verbal, are subject to the following terms of sale, which may be changed or supplemented by Adams at any time. No modifications of or additions to these terms will be recognized unless specifically agreed to in writing by an authorized officer of Adams Elevator Equipment Company. Failure by Adams to object to revisions contained in any prior or subsequent order or communication from a purchaser shall not be construed as a waiver of these conditions or an acceptance of any such provision.

## Prices

All prices are FOB point of shipment and are subject to change without notice. Quotations expire in 30 days unless otherwise advised in writing. Customer will be responsible for all import permits and licenses, and payment of all import duties and customs fees. Published or quoted prices do not include sales, use, excise, or similar taxes. All applicable taxes must be paid by the purchaser.

## Terms Of Payment

Terms of payment are net 30 days, FOB point of shipment, contingent upon credit approval. Adams shall retain title to or hold a security interest in all merchandise until payment is received.

## Credit

Prior to making shipment, Adams may require purchaser to provide credit worthiness. If Adams is not satisfied, it may decline the order, require advance payment, or ship COD.

## Collection Term

You agree to pay Adams Elevator Equipment Company interest at the rate of one and one-half percent (1 1/2%) per month, or the highest rate then permitted by law, whichever is less, for all amounts not paid within thirty (30) days from date of invoice and for all costs, including reasonable attorneys' fees and disbursements, incurred by Adams Elevator Equipment Company to collect such overdue amounts.

## Shipping

Shipment will be made within a reasonable time after receipt of an order by Adams. In the event that some parts are not in stock, Adams shall have the right to make delivery in installments. All installments shall be invoiced separately and paid as billed without regard to subsequent deliv-

eries. Adams cannot be held responsible if it is unable, for any reason, to make shipment by a specified date.

## Damage and Loss

All products are packed and marked for shipment according to good commercial practice. Upon delivery to the carrier and his receipt for the merchandise, responsibility for the delivery intact to the destination rests with the carrier. All shipments should be inspected upon receipt at the destination for visible damage and noted on Bill of Lading immediately, and Adams should be notified.

Claims for loss or damage should be filed with the carrier immediately. A "Concealed Damage" claim is required when damage is not externally visible. Adams will assist, insofar as is practicable, in securing satisfactory adjustment of claims. All claims for loss and damage, however, must be made by the purchaser to the carrier.

## In Case Of Shortage

Adams must be notified of shortage within 10 days of receipt of goods. Send copy of packing list to Adams for immediate resolution. Keep original for your records.

## Return Of Merchandise

No material is to be returned without first obtaining return authorization from Adams. Material must be properly packed to protect against physical damage during shipment, and must be shipped prepaid and insured. Returned material is subject to a 25% re-stocking charge or \$25.00 minimum, whichever is greater. See the back of your packing slip for complete instructions for return of merchandise.

## Warranty

Unless otherwise stated in a product specification sheet from Adams, Adams parts are warranted to be free from defects in material and workmanship for a period of 12 months after receipt of shipment. Adams' obligation in this respect is limited to furnishing on an exchange basis, FOB shipping point, replacement for part(s) which had been promptly reported by the purchaser as having been in his opinion defective, and are so found by Adams upon return of part(s) and inspection thereof. Adams shall not be liable for any injury, loss, damage, or other costs, direct or consequential, arising out of the use of, or the inability of the purchaser to use the product. Before

using or furnishing to another for their use, purchaser shall determine the suitability of the product for its intended use and purchaser assumes all risks and liabilities in connection therewith. THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. All parts sales are final, subject to existing warranty provisions.

## Limitation Of Liability

Adams' entire liability and the customer's exclusive remedy shall be as follows: In all situations involving performance or nonperformance of the parts ordered hereunder, the customer's remedy is that provided under the warranty provision expressed above. For any other claim concerning performance or nonperformance by Adams, pursuant to or in any way related to the subject matter of the parts order, the customer shall be entitled to recover actual damages to the limits set forth in this Section. Adams' liability for loss or damages to customer for any cause whatsoever and regardless of the form of action, whether in contract or in tort, including negligence, shall be limited to the price of the part on which such liability is based. In no event will Adams be responsible for any loss, damage, or delay due to acts of God, acts of the government, labor troubles or disputes, including strikes or lockout, fire, flood, accidents, epidemics, quarantine, restrictions, embargoes, or other transportation delays; damage to or destruction in whole or in part of equipment or manufacturing plant; lack of or inability to obtain raw materials, labor, fuel, or supplies; or any failure on part of customer or his representatives to approve or comment on drawings or other technical documents within the period of time specified by Adams; or any other causes, contingencies, or circumstances beyond Adams' control. Any such causes of delay, even though existing on the date of the contract or on the date of the start of manufacture, shall extend the time of Adams' performance by the length of delays occasioned thereby, including delays reasonably incident to the assumption of normal production. In no event will Adams be liable for any damages caused by customer, or for any lost profits or other special, incidental, indirect, or consequential damages.

Warning: The installation of replacement parts or components in elevator and escalator equipment should be performed only by a trained elevator mechanic who is familiar with the operation and control of the system being repaired. Improper installation may endanger the installer, the public, and the equipment.

# Adams Credit Application

- Please **PRINT** or **TYPE** -

Official Use Only Terms/Acct \$/Invoice \$: _____ Rating: _____ By: _____
--

Company Name and Billing Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone #: \_\_\_\_\_ / \_\_\_\_\_  
 FAX #: \_\_\_\_\_ / \_\_\_\_\_

Ship to Name and Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone #: \_\_\_\_\_ / \_\_\_\_\_  
 FAX #: \_\_\_\_\_ / \_\_\_\_\_

Type of Organization:    Corporation    Partnership    Sole Proprietor

Complete for Corporation

President: \_\_\_\_\_  
 Vice President: \_\_\_\_\_  
 Controller/Treasurer: \_\_\_\_\_  
 Accts. Payable Contact: \_\_\_\_\_  
 Purchasing Agent: \_\_\_\_\_  
 State of Incorporation: \_\_\_\_\_  
 Date of Incorporation: \_\_\_\_\_  
 DBAs: \_\_\_\_\_  
 Years under current management: \_\_\_\_\_  
 Primary Business /SIC Code: \_\_\_\_\_

Complete for Partnership or Sole Proprietor

Principal Owner: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ / \_\_\_\_\_  
 Secondary Principal: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ / \_\_\_\_\_  
 Years under current ownership: \_\_\_\_\_  
 D-U-N-S' Number: \_\_\_\_\_

What elevator needs do you anticipate with ADAMS \_\_\_\_\_  
 \_\_\_\_\_

Have you ever had previous business with Adams Elevator?   Yes   No

If yes, under what name and address: \_\_\_\_\_

Approximate dollar amount of credit line requested? \_\_\_\_\_

Currently    Rent or    Own?   Landlord/Mortgagor Name: \_\_\_\_\_

Address: \_\_\_\_\_   Telephone #: \_\_\_\_\_ / \_\_\_\_\_

Financial Information (Enclose most recent Financial Statement)

Bank: \_\_\_\_\_   Account No: \_\_\_\_\_

Address: \_\_\_\_\_   Contact Name: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_   Telephone #: \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_   FAX #: \_\_\_\_\_ / \_\_\_\_\_

Type of Account:    Checking    Savings    Loan \_\_\_\_\_

\*D-U-N-S is a registered trademark of The Dun & Bradstreet Corporation

**ALL ACCOUNTS ARE C.O.D. UNTIL OPEN ACCOUNT TERMS ARE APPROVED**



# Adams Credit Application

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## Trade References

1) Company name \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Telephone : \_\_\_\_\_ / \_\_\_\_\_  
Fax: \_\_\_\_\_ / \_\_\_\_\_

2) Company name \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Telephone : \_\_\_\_\_ / \_\_\_\_\_  
Fax: \_\_\_\_\_ / \_\_\_\_\_

3) Company name \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Telephone : \_\_\_\_\_ / \_\_\_\_\_  
Fax: \_\_\_\_\_ / \_\_\_\_\_

4) Company name \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Telephone : \_\_\_\_\_ / \_\_\_\_\_  
Fax: \_\_\_\_\_ / \_\_\_\_\_

With the authorized signature below I (we) acknowledge this information is true and accurate and is to be released in the strictest confidence for the sole purpose of establishing an open account credit line with Adams Elevator Equipment Co. (a.k.a. ADAMS). I (we) hereby authorize ADAMS to request and obtain credit information from any trade, bank or financial reference concerning the status of my (our) business credit.

I (we) also agree to abide by ADAMS payment terms of Net 30 and acknowledge ADAMS' right to deny or modify my (our) credit at any time. I (we) agree to pay all invoices in US Dollars and pay any bank or processing fees related to collection of our payments including but not limited to 3% charge for VISA and MasterCard processing, wire transfer and bank draft fees as well as, if required, third party collection costs.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Printed or typed name/Title

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Printed or typed name/Title

\_\_\_\_\_  
Company Name (Printed or Typed)

\_\_\_\_\_  
Date

FOR PROMPT PROCESSING, PLEASE FAX THIS APPLICATION TO ADAMS AT 847-581-2949 AND THEN MAIL ADAMS THE SIGNED ORIGINAL. THANK YOU.





