



Ordering Custom and Made to Order Products

At Onvio we are extremely proud of our ability to deliver custom and made to order products with short lead times and great quality. Making these products quickly and without error is dependent on following a short, but important process.

1. All custom or made to order products are quoted based on customer specifications. It is important that the information provided by the customer is accurate and complete.
2. After a purchase order has been sent to Onvio, our engineers will create all drawings, models, and documentation that is required to manufacture the product. Prior to an order being released to production, drawings of the product will be sent to the customer for review and approval. The only time approval will not be requested is when Onvio can manufacture the product using customer supplied models and drawings.
3. Upon approval from the customer, the order is released to production. This is when the lead time is reviewed, and the ship date is provided through a formal order confirmation.

Order Checklist

In addition to ensuring that the product being ordered is correct to customer requirements, there are a few additional items that are needed to place an order with Onvio.

1. New customers may choose from several options for payment. OEM and repeat customers are encouraged to apply for terms by filling out a credit application on the Onvio website (www.onviollc.com/support), or submit credit references. Customers may also pay by credit card (3% fee added to all transactions), or bank wire (\$30 wire fee added to all transactions).
2. Onvio asks that all orders be placed with a formal purchase order with the following information included:
 - a. Payment Terms
 - b. Ship to Address
 - c. Shipping Terms
 - d. Shipping Method
 - e. Carrier account number if shipping on your account
 - f. Onvio Part number
 - g. Quantity
 - h. Unit Price
 - i. Onvio Quote#

Onvio LLC
20 Northwestern Drive
Salem, NH 03079
tel: 603-685-0404
fax: 603-685-0405
www.onviollc.com



3. Finally, in order to ship direct from our factory in Puebla Mexico, U.S. customs requires that we provide the Federal Tax ID number corresponding to the location that product will be shipped. This number can be found on your company's W9 and is also called an EIN number (Employer Identification Number).

W-9
Form (Rev. August 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)
Atcraft Computer Forms, Corp. E-mail: **Labels@CompuForms.com**

Business name (disregarded entity name, if different from above)
Doing Business As (dba) Online - www.CompuForms.com - www.CompuLabels.com - www.CompuCards.com

Check appropriate box for federal tax classification:
 Individual/sole proprietor
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)
 Other (see instructions)

Exemption code (if any): **5**
Exemption from FATCA reporting code (if any): **NA**

Address (number, street, and apt. or suite no.)
15950 North Dallas Parkway - Suite 400
City, state, and ZIP code
Dallas, Texas 75248-6628

Requester's name and address (optional)
--- Optional ---

List account number(s) here (optional)
--- Optional ---

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 5.
Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
X	X	X	-	X	X	-	X	X

Employer identification number								
7	5	-	1	9	5	1	9	0
1								

Part II Certification
Under penalties of perjury, I certify that:

If product is being drop shipped to a third party, the third party's Tax ID number is required.