



Engineered Solutions for Filtration Needs 800.435.4877

Notice to Buyers

Please Address Purchase Orders to:

Barnes International Inc.
 814 Chestnut Street
 PO Box 1203
 Rockford, IL 61102
 Company Main:
 Phone (800) 435-4877
 (800) 537-5411

Please Fax or Email a copy to:

Barnes International, Inc.
 Customer Service Department
 Phone (800) 435-4877
 Fax (815) 964-5074
 Email to: [Barnes Customer Service](mailto:CustomerService@barnesintl.com)

Purchase Orders must include the following information to be properly processed:

1. Reference to Barnes Rate Guide

2. Bill To Information

- ✓ Company Name
- ✓ Address, Zip Code
- ✓ Contact Name
- ✓ Phone & Fax numbers
- ✓ Email Address
- ✓ Purchase Order Number
- ✓ Tax Exempt Certificate (specific for work location)
- ✓ Order Currency

3. Ship To/Service Location Information

- ✓ Company Name
- ✓ Address, Zip Code
- ✓ Contact Name (Attention To)
- ✓ Phone & Fax numbers
- ✓ Email Address
- ✓ Reference Number(s)
- ✓ Carrier charge number and contact information (if not Barnes)

5. End User Information (if different)

- ✓ Company Name
- ✓ Address, Zip Code
- ✓ Contact Name
- ✓ Phone & Fax numbers
- ✓ Email Address
- ✓ Purchase Order Number

4. Miscellaneous

- ✓ Quote number
- ✓ Proposal Reference
- ✓ Credit Card information (if applicable)
- ✓ Expected Service date(s)
- ✓ **Expense Receipts required (if applicable)**