



**EMPLOYEE PAYROLL DEDUCTION PROGRAM - PURCHASE ORDER  
& AUTHORIZATION FORM**

**FAX: 713-866-8033 OR SCAN and email to sales@compucycle.net**

Employee Name : \_\_\_\_\_ Home Phone : (\_\_\_\_) \_\_\_\_\_  
 Home Address : \_\_\_\_\_ Work Phone : (\_\_\_\_) \_\_\_\_\_  
 City & State : \_\_\_\_\_ Zip Code : \_\_\_\_\_

I hereby authorize The Methodist Hospital System to deduct from my paycheck payment as shown below for merchandise purchased from CompuCycle. I understand that payroll deductions cannot exceed six pay periods from the transaction date. This plan applies only to purchases \$50.00 to \$1,000.00. The deduction is to start as of the next pay period.

\_\_\_\_\_ **Initial**

If, for any reason, my employment is terminated at The Methodist Hospital System, I hereby authorize any remaining balance be withheld from my final paycheck. If the amount of my check is insufficient to pay my remaining balance in full, I further agree that the balance will be charged to my credit card. I agree that should my payment to CompuCycle become more than 15 days in arrears, I understand that CompuCycle exercise all of their legal rights against me to receive full payment.

\_\_\_\_\_ **Initial**

<b><u>Items Ordered- ORDERS READY FOR COLLECTION IN 48 HOURS</u></b>	<b>PRICE</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
Texas Sales Tax (Please add 8.25%)	\$ _____
<b>Total</b>	\$ _____

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Full Time : \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ Part Time : \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_

Department : \_\_\_\_\_

**TO BE COMPLETED IF YOU WOULD LIKE YOUR ORDER SHIPPED**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CREDIT CARD DETAILS**

In the event CompuCycle is not compensated by The Methodist Hospital System or if employee elects to purchase the products through credit card, I hereby authorize CompuCycle to immediately charge my credit card for the full amount due.

**BILLING INFORMATION** (PERSONAL BILLING ADDRESS MUST MATCH CREDIT CARD ADDRESS OR ORDER WILL NOT BE PROCESSED)

Name on Card: \_\_\_\_\_ C. Card Type: Visa M. Card Discover AMEX (circle one)

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_/\_\_\_ (m/y) Security Code (last 3 numbers on back of card) \_\_\_\_\_

**I HAVE READ AND AGREE TO THE COMPUCYCLE TERMS AND CONDITIONS OF SALE**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Employee Signature : \_\_\_\_\_ Social Security #: \_\_\_\_\_**

**Payment Schedule** (Please indicate number of pay periods)

**Purchase**                      **Payment Deductions**  
\$50 - \$99 (1) (2) Pay Periods                      \$100 to \$400 (1) (2) (3) (4) Pay Periods

\$401 - \$999 (1) (2) (3) (4) (5) (6) Pay Periods

**NO ORDERS CAN BE PROCESSED WITHOUT YOUR CREDIT CARD INFORMATION.**

## COMPUCYCLE TERMS AND CONDITIONS OF RETAIL AND EMPLOYEE SALES

1. Condition of product:

The product you have purchased is either a used product that has been refurbished, cleaned and is guaranteed to work, or a manufacturer boxed item. The refurbished product may have cosmetic imperfections that do not affect its functionality.

2. Warranties:

2.1 CompuCycle's Refurbished Product:

- a. CompuCycle warrants its products against factory defects due to component failure, or failure to conform with the specifications provided by CompuCycle on the face of this invoice.
- b. Products carry a 1 year warranty, unless otherwise specified, on hardware only. **Software issues are not covered by the warranty.**
- c. The warranty extends exclusively to the original purchaser.
- d. Core Duo and Core 2 Duo laptops batteries are sold with a 30-day warranty (guaranteed to hold a minimum charge of 30 minutes). All other batteries are sold without a warranty.
- e. The warranty will be void if the product has been tampered with, or CompuCycle asset tags removed.
- f. Any damage to merchandise due to shipping must be reported to CompuCycle within twenty-four (24) hours of receipt of said merchandise.
- g. The warranty on all CompuCycle products is applicable to component part failure, defect or malfunction only, and DOES NOT COVER:
  - i. The cosmetic condition of product.
  - ii. Damage due to mishandling, abuse, accidents, disasters, repairs and/or modifications to merchandise.
  - iii. Loss of applications or data due to failed, defective or malfunctioning product.
  - iv. The performance of CompuCycle product with other merchandise purchased separately.
  - v. The physical or operating condition of Third Party products used in conjunction with equipment purchased.
  - vi. Any problems caused by or products used in conjunction with the purchased product.

2.2 Manufacturer's Product:

- a. Product sold with the original manufacturer's warranty is not covered under CompuCycle's warranty. All manufacturers warranty issues must be directed to the manufacturer. CompuCycle will provide the manufacturer's customer service number if necessary.

3. Warranty Repair:

Product requiring warranty repair may be returned to CompuCycle, transportation charges prepaid by the purchaser, in accordance with Return Merchandise Authorization Number ("RMA") instructions set forth herein, upon receiving authorization and shipping instructions from authorized personnel of CompuCycle. Alternatively, the purchaser may bring the unit to CompuCycle.

CompuCycle has the right at its discretion to repair or replace product returned under warranty. **CompuCycle assumes no liability for data loss during the repair process.**

4. Return of Product:

- a. Product returned to CompuCycle for warranty repair must be accompanied by a (RMA#) which may be obtained from the CompuCycle website at [www.compucycle.net](http://www.compucycle.net) and/or Tech Support Department (713) 866-8028 between Monday - Friday from 9A.M. to 5P.M. (C.S.T.)
- b. Your original receipt is required for all returns, exchanges and warranty repair services.
- c. All merchandise being returned and exchanged must be in original box and packing materials, accompanied with all accessories, software, and literature. If the product is shipped back the RMA# must be prominently displayed on the packing slip and shipping label of each box with a copy of the invoice for said merchandise enclosed in each box. CompuCycle will not be responsible for the damage to or loss of any merchandise improperly returned for warranty repair. The Purchaser is responsible for all shipping charges related to the return of products being returned under the warranty. CompuCycle will not be responsible for the damage to or loss of any merchandise during shipment.
- d. We accept returns or exchanges within 30 days from the original purchase. A 20% restocking fee will be charged for the return of manufactured boxed items. CompuCycle refurbished items can be returned within 14 days at no charge. A 20% restocking fee applies to those items returned after 14 days.

**CompuCycle**

www.compucycle.net

713-869-6700 - 7700 Kempwood Drive - Houston, TX 77055