

**EMPLOYEE BUY BACK PROGRAM  
PURCHASE ORDER FORM AND PAYROLL DEDUCTION AUTHORIZATION**

FAX TO 713-866-8033 - PLEASE PROVIDE A COPY OF PAY STUB WITH YOUR ORDER

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

I hereby authorize \_\_\_\_\_ **Employer Name Here** to deduct from my paycheck payment as shown below for merchandise purchased from Compucycle. I understand that only one purchase at a time can be paid for through the payroll deduction plan (see payment schedule below). I further 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.

If, for any reason, my employment is terminated at \_\_\_\_\_, 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 5 days in arrears, I understand that Compucycle may turn over the outstanding debt to the District Attorney for prosecution.

**Items Ordered- ORDERS READY FOR COLLECTION IN 48 HOURS**

_____	\$ _____
_____	\$ _____
_____	\$ _____
Texas Sales Tax (Please add 8.25%)	\$ _____
TOTAL	\$ _____

**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 Texas Children's Hospital for the full amount due, 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: \_\_\_\_\_

Credit Card Type: (circle one)    Visa    M. Card    Discover    AMEX

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

Exp. Date: \_\_\_\_/\_\_\_\_ (m/y)

Security Code (last 3 numbers on back of card) \_\_\_\_\_

Signature \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Employee ID:** \_\_\_\_\_

Payment Schedule: (Please indicate number of pay periods)

**Purchase**

\$50 - \$99    (1)    (2) Pay Periods  
Choose up to 2 pay periods.

**Payment Deductions**

\$100 to \$400    (1)    (2)    (3)    (4) Pay Periods  
Choose up to 4 pay periods.

\$401 - \$999    (1)    (2)    (3)    (4)    (5)    (6) Pay Periods  
Choose up to 6 pay periods.

**NO ORDERS CAN BE PROCESSED WITHOUT YOUR CREDIT CARD INFORMATION  
AND A COPY OF YOUR PAY STUB.**

## TERMS AND CONDITIONS OF RETAIL AND EMPLOYEE SALES

### 1. Condition of product.

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

### 2. Warranty.

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. Laptop batteries are guaranteed to take a charge but there is no warranty on the life of the battery.

e. The warranty will be void if the product has been tampered with, or CompuCycle asset tags removed.

f. 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.

g. Product sold with the original manufacturer's warranty is not covered under CompuCycle's warranty.

### 3. Warranty Repair.

Product requiring warranty repair may be returned to Compucycle, transportation charges prepaid by the purchaser, in accordance with 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.

### 4. Return of Product.

a. Product returned to Compucycle for warranty repair must be accompanied by a Return Merchandise Authorization Number (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 exchanges 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. Any damage to merchandise due to shipping must be reported to Compucycle within twenty-four (24) hours of receipt of said merchandise.

d. We accept returns or exchanges within 30 days from the original purchase.

e. Items may be returned within 14 days of original purchase for a full refund with the following exceptions. A restocking fee of 20% will be charged on opened new boxed or OEM factory refurbished boxed items.

f. A restocking fee of 20% will be charged on product returned between 15 and 30 days after original purchase.

g. In the event that a order is cancelled a 20% restocking fee will be charged.

5. If you default on the credit card installment plan, your equipment will be repossessed at your expense and a refund will not be issued.

You will be contacted via email within 48 hours to confirm your order & delivery

Fax order to 713-866-8033

713-869-6700 7700 Kempwood Dr. Houston, TX 77055