



Technimount System Inc.
Administration / Division of Technologie CGC inc.
4401 de Guinecourt
Quebec City (Quebec), Canada, G1Y 3S9
Telephone: 1-581-998-9820
Fax : 1-855-339-6351

info@technimount.ca

www.technimount.com

HOW TO BUY

A PRODUCT

FROM

TECHNIMOUNT SYSTEM

How to buy products from Technimount System

Dear customer,

We thank you for your support and mainly for your actual or imminent purchase at Technimount System. To help you to avoid mistake or error and delays in the purchasing process, here is some information about “how to buy from us” or to complete your purchasing process, if you’re at this step or plan to do it in a short time.

STEP 1 – Request a quote -

Find your product on the website at: www.technimount.com

- 1) Click on “Request a Quote” on product page or on the main page on the upper right corner; and fill the requested information about your selected product;

OR

- 2) Email us to: info@technimount.ca or customerservice@technimount.com and explain your request.

STEP 2 – Order & information confirmation -

Once you’ll receive your quote back from us, you may (*Select an option: a, b, or c*):

- a) Contact us directly over the phone at: 1.581.998.9820 **OR**;
- b) Fax your order confirmation or your request to us at: 1.855.339.6351 (toll free fax no.) **OR**;
- c) Email us to: info@technimount.ca or customerservice@technimount.com to confirm your order with us and the following information in all cases, prior to ship:
 - a. Billing address
 - b. Shipping address
 - c. Tax exemption no (if applicable)
 - d. Specific information needed for the order process; (splitting order between service/depart., delivery hours, etc.)

STEP 3 – Payment method selected

Select the following payment method:

PURCHASE ORDER SYSTEM:

Send your purchase order via:

- a) Fax to: 1.855.339.6351 (toll free fax no)
- b) Email to: customerservice@technimount.com or info@technimount.com

(if you use Purchase order system/method for the 1st time, you’ll need to be approved prior to send it.);

If you plan to use an automated system for one or multiple orders, you’ll need to fill an account form authorization ([Web link to document](#)).

If you want to accelerate the process or you don't want to go thru purchase order process; we can use the following methods to complete the buying process.

Most our clients pay with a **credit card or a bank transfer**. We accept the most popular credit cards. Here are the methods of payment accepted and the information related to.

CREDIT CARD (Visa, MasterCard, American Express)

Please for provide with the following information:

Credit card number (16 digit number): xxxx xxxx xxxx xxxx

Expiration date (4 digit): xx/xx

CVV number: (3 or 4 digit according to the card; back or front for Amex): xxx

Postal or Zip code where the card holder is related to: (depending on location) xxxxxx

If you plan to use a credit card for one or multiple orders, you'll need to fill a credit form authorization ([Web link to document](#)).

PAYPAL PAYMENT (Debit or Credit Card)

Please follow the instructions on the web site (you don't need to have an account with them, if so, it's free)

<https://www.paypal.com> or www.paypal.me/technimount/

Please use USD \$ currency

BANK TRANSFER (Direct deposit into the bank account of the company)

Company name / Recipient: TECHNOLOGIES CGC INC (or **Technimount System**)

Account no #: 63131 00810 19

Bank I.D. / number: 002

Transit number of Scotia Bank: 63131

Complete Address: 1440 Avenue Jules-Verne
Quebec City, (Quebec), Canada
G2G 2V6

Swift Code: NOSCCATT

PRE-INVOICED

We can also send you an invoice format (or Pre-invoice) and you can send the check to our office directly according to the amount pre-invoiced; in this case, there is a short delay, due to mail process and clearing the check at the bank.

In order to finalize the process, please send to us an email or call us with the information requested above. You'll need also to give the quote reference or make the reference during the process, so please have the quote number available also.

STEP 4 – Completing the process

Once the process or the transaction will be completed, you'll receive the following emails:

1. First email from us to confirming the bank clearance or **credit card transaction completed**;
2. Once all is cleared from the bank, on our side (*few hours*) you'll get an **invoice at 0 \$ balance** showing the entire payment, and other documents (installation Guide, reference documents, etc.)
3. Finally, once it will be shipped, another email with the **tracking number** of your package toward your location.

If you may have any question, feel free to let us know, and once again thank you for your support.

Sincerely,

Technimount System

Administration team

customerservice@technimount.com

or

info@technimount.ca