

## DIR Ordering Instructions    **Contract Number DIR-CPO-4752**

1. All DIR Purchase Orders must reference the applicable contract number or it cannot be processed as a DIR order
2. All DIR Purchase Orders must be issued to:  
**G4 GEOMATIC RESOURCES LLC**  
P.O. Box 310367, New Braunfels, TX 78131
3. Purchase orders must be sent to the following:
  - **DIR@G4GR.COM**
4. Purchase order must have the following information:
  - **Bill To Address**
  - **Bill to Contact**
  - **Ship to Address**
  - **Ship to Contact**
  - **Date of Purchase**
  - **Payment Terms**
  - **Requested Delivery Date(s)**
  - **Special shipping notes (e.g. do not partial ship, requires lift gate, please contact 1 hour before delivery, etc...)**
5. All Terms and Conditions of the DIR contract apply to all DIR Issued Purchases