Note: The Purchase Order payment method is for business or individuals who already have an open Net 30 account, for Government or Educational facilities whom don’t require a credit application, or for businesses or individuals who have done prior business with LANshack, and would like to apply for terms.

Instructions for placing a Net 30 Purchase Order on our website

1) Log in with your username & password (if applicable, not necessary for all)
2) Put all of the items that you wish to purchase in your shopping cart
3) Proceed to checkout. Go through the steps as normal. Choose a shipping method, etc.
4) In the “Message” box, type in any special instructions or reference information that you may have.
5) On the Payment Method page, select Purchase Order option, enter PO number or TBD (to be determined). Complete the checkout process.
6) Copy the items to your Purchase Order form including the SKU, description. Include the shipping method and cost as indicated on the order.
7) If, possible please reference our order number on the Purchase Order.
8) **Please make the Purchase Order to:**
   Atcom Services Inc / LANshack.com
   155 Meadow Road Suite 100
   Clark, NJ 07066
   (This is also the remit to address)

9) Fax the Purchase Order to 732-396-8528, or email it to sales@lanshack.com. We cannot process your order until we receive a hard copy of your PO.

Instructions for opening a new Net 30 account

Businesses or individuals whom have completed prior sales with LANshack can apply for Net 30 terms. We will need at least 3 trade references which can be emailed to sales@lanshack.com. Also, please generate a quote in our system and reference that quote number for the items you intend to purchase.

FYI: Atcom Services, Inc. is incorporated in the State of New Jersey Federal Tax ID # 22-323-6744

The best way to communicate about the order is by email (sales@lanshack.com). Please remember to always refer to the LANshack order number.

NOTE: If the order status says “Open (Payment Pending)” that means that the order is in a neutral state. In other words it is not binding on either party. The order becomes a contract only after the actual Purchase Order has been properly submitted and approved.

By submitting a Purchase Order, the customer certifies that they agree to our company policies. Anyone who does not agree can cancel their order without penalty within one hour for stock orders or within one-half hour for custom orders after the actual Purchase Order has been sent. Note that as per our company policies, custom made orders are not cancelable (after one-half hour), and not returnable unless defective.

**IMPORTANT:** Always refer to the Online Order Number (not the PO Number) for all inquiries.