



DigitalEdge Ordering Procedures for IVS Computer Technology

1. All orders must be received by IVS via fax or email

Fax orders to:

(661) 835- 8619

ATTN: Liza Lee, Maggi Brooks

Email orders to:

llee@ivsct.net

mbrooks@ivsct.net

2. Purchase Orders

- All POs must reference the Digital Edge Contract number: (ESD112-DE-09)
- Fax a copy of your PO along with a copy of the written quote to the Digital Edge office at (360) 696-3099
- Please include any pertinent information regarding shipping & handling, contact information or other specific instructions with your PO

3. Returns

- All returns must be communicated to IVS within thirty days of delivery

4. Questions

- Any and all questions should be directed to your Oregon representative below:

Maggi Brooks
(503) 724-4494
mbrooks@ivsct.net

or

Liza Lee
Sales Support
Toll Free: (877) 945-3900
llee@ivsct.net

IVS Computer Technology

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