



**Computer Comforts, Inc.**  
**367 Columbia Memorial Pkwy.**  
**Kemah, Texas 77565-3187**  
**(281) 535-2288 • Fax: (281) 535-7083**  
[www.computercomforts.com](http://www.computercomforts.com)

To whom it may concern,

All of Computer Comforts' products are built-to-order. A deposit and pre-payment are required. Please review details below.

All customers must acknowledge our standard terms. Please sign and include a copy of this letter along with your purchase order with one of the methods below.

- A 50% minimum initial deposit is required at the time of purchase. The remaining balance is required before shipment will be released.

**Check**

**Mail to:**  
**Computer Comforts, Inc.**  
**367 Columbia Memorial Pkwy.**  
**Kemah, TX 77565-3187**  
**Attn: AR Deposits**

**OR**

**Credit Card**

**Fax Authorization form to**  
**281-535-7083 or**  
**email to your salesperson.**



Thank you for your business and cooperation in advance.

Sincerely,

*Luci C. Minchew VP, CFO*

Luci C. Minchew  
 Vice President, CFO

Acknowledgment Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Name of Company \_\_\_\_\_

Customer P.O. # \_\_\_\_\_ Date \_\_\_\_\_

**Charge 50% now and the remaining balance before shipment is released.**

**Charge 100% now.**