

To our customers in Canada:

Please understand, we must follow certain methods determined by your **Canadian Gov't and by UPS in order to serve you with Replacement Parts.**

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You Pay us for the Parts and the Shipping Cost.

You Pay UPS directly (at time of delivery) for duties, taxes and fees.

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- 1) Canada requires that duties and taxes be paid for products entering Canada. When you order parts from us you are importing products (Parts) from the USA into Canada. We are exporting the parts to you.

**UPS will act as your "import broker".**

You do not need an additional broker.

- 2) UPS requires that duties, taxes, and brokerage fees be paid, by you, direct to UPS. UPS will require payment for their fees at time of delivery. You must be prepared to pay these fees to ups when they deliver the packages. If you are not prepared to pay these fees to UPS then they will not leave the packages.

- 3) Each individual package shipped will have a separate Invoice from us. If you order parts that require multiple boxes or packages **then each box / package will have it's own invoice.**

**4) When we ship a package we print 3 copies of the "Commercial Invoice".**

Canada Customs requires that these 3 copies be attached to the package.

**5) The Commercial Invoice will show / declare "Value of Goods" in US Dollars** for purposes of clearing it through customs.

**Why is "value of goods" needed?**

This value is used by ups to calculate your Canada Province charges for taxes (varies from 5% to 13% depending on the Province) and UPS charges a percentage (%) of the Value of Goods as their "brokerage fees" (to clear it through customs).

**Bill to:** This info might be different than the Ship to information.

Parts Order Form (Canada Customers)

Company or Organization Name that the invoice should be addressed to:			
St. Address or P.O. Box to Send Invoice To:		Who's Attn. to send Bill To:	
City		Email for person above:	
Province		Zip/Postal	
Cell Phone for person above:		Business Phone for person above:	Fax

Note: All Invoices / Receipts for Canada Customers will be Emailed.

Pay by Check or Money Order (CA Dollars or US Dollars ?) or Credit Card

CA Dollars Check	CAD <input type="checkbox"/>	For those who pay with CAD Canadian Dollars check we convert the invoice amount from USD to CAD.
US Dollars Check	USD <input type="checkbox"/>	For those able to pay by check in US Dollars. (Please be sure payment is actually in US Dollars)
Money Order usd	Money Order <input type="checkbox"/>	This must be a Money Order in US Dollars. (Please be sure payment is actually in US Dollars)

Credit Card Info.	VISA <input type="checkbox"/>	Card Number
	MasterCard <input type="checkbox"/>	
Person's Name EXACTLY as it appears on the card:		Expiration Date Month                      Year
Billing Address for Card (where card billing goes to)		CCV: 3 Digit Security Code back of card.
City	Province	Zip/Postal

<input type="checkbox"/> Check here to Verify.	Required. I verify that I have checked with my Bank or Credit Card Company to make sure there are Sufficient Funds and there are NO Restrictions on this card!  Often when a customer wants to pay with credit card they either don't have sufficient funds to cover the purchase or they have restrictions on how much can be charged to their card (they might not even know the restriction is there). If you choose to pay with credit card we expect you to make sure the funds are there, and, that restrictions are removed or that a restriction is high enough to allow for the purchase dollar amount of your order.	<input type="checkbox"/> Check here to Accept Terms.  _____ Required: Authorized Cardholder Signature
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<input type="checkbox"/> I Agree to Terms	Authorized Signature Required Here: _____	Date: _____
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When you place an order for parts that we ship via UPS you agree to pay Heying Company for Product and Shipping.  
You agree to pay UPS for Brokerage Fees and Province Taxes.

Email to: rbheyng@midlands.net Fax to: 712-756-8849	Address Purchase Orders & Checks to: Heying Company 515 6th Ave. Alton, IA 51003
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PARTS

Orders Ship UPS

Canada

**SHIP to:**

The ship to address provided is (Check One)



Home Address

Business Address

Company or Organization Name:		Who's Attn. To Ship To:	
Physical Address (must be a street address)			
City		Email for person above:	
Province		Zip/Postal	
Cell Phone for person above:		Business Phone for person above:	Fax

We stock all parts for all machines. Most up to date listing of replacement parts visit our web site [www.HeyingCompany.com](http://www.HeyingCompany.com)  
 If you do not see the part listed then please inquire by email or phone.

List below the parts you need.

Qty.	Part No.	Part Description	Cost Ea.	Total

Email to: [rbheyings@midlands.net](mailto:rbheyings@midlands.net)  
 Fax to: 712-756-8849

Total

Shpg. Cost is Extra

