



Instructions for submitting a purchase order to CTR Electronics

Purchase orders must contain the following information in order to be processed:

1. Complete shipping address
2. Complete billing address
3. Valid billing email address to send our invoice upon shipment
4. Authorized purchaser signature required with phone number to validate PO
5. Please be clear when indicating the items being purchased by including our part number, quantity, our price, and a description for each item requested.
6. The PO should have a business or school issued PO Number clearly shown on the form submitted with all of the above information.

Purchase Orders may be mailed to:

CTR Electronics
16065 Leone Drive
Macomb, MI 48042

Phone: 586-207-1387

Purchase Orders in PDF format may be emailed to sales@crosstheroadelectronics.com

CTR Electronics will not process any purchase orders that we cannot validate.

CTR Electronics will issue the invoice for the PO when the items ship. At that point, the business or school entity submitting the PO will have 30 calendar days to submit payment. *The invoice will include charges for UPS Ground shipping to your address and sales tax if applicable. If you request a faster shipping method, this must be indicated as a line item on the PO when submitted.* If you are local to our address, you may pick your order up to avoid shipping charges.

Public schools or other non-profit organizations in Michigan may submit a valid sales-tax exemption form with their PO to avoid paying Michigan Sales Tax on the order.

Thank you for your interest in our products and company,
CTR Electronics