

North America Training Policies

Purchase Order Requirements

In order to process your payments more efficiently, please make sure the following items are included on your purchase order.

1. Purchase Order Number
2. Bill To address
3. Ship To address
4. Requested Ship Date*
5. Terms - Net 30, or as specified by our credit order
6. Correct pricing for each line item or correct total of order
7. Training courses. (please specify class name, attendee, and date of course)
8. Ship Method (must be air ride van for Multibus systems)*

Purchase requisitions will not be accepted for orders over \$2000.

*Applies to system orders only. FOB - Livermore, CA, origin, ExWorks (Int'l) or shipping point.

Remit To Address

Adept Technology
Training Department
3011 Triad Drive
Livermore, CA 94551

Cancellation Policy

If for any reason you need to cancel your reservation in a training course, please call us at 800-232-3378 or fax us at 925-245-8108 two or more weeks prior to your class start date. This will give us a chance to fill your reserved seat with another student. Communication must be received in the form of a phone call or fax in order to cancel your reservation. Cancellation is permitted without penalty two weeks prior to the class start date.

Late Cancellation

No show or late cancellation usually makes it impossible to fill your seat with another student. Therefore, Adept does assess a \$500 penalty for "no show" or late cancellation. This policy also applies to Integrator training and students attending class using a training discount.

Cancellation by Adept

Adept reserves the right to cancel a class if enrollment is less than 50% of capacity. We will give two weeks notice if we do cancel. We will also make every effort to reschedule those enrolled in the next available class.