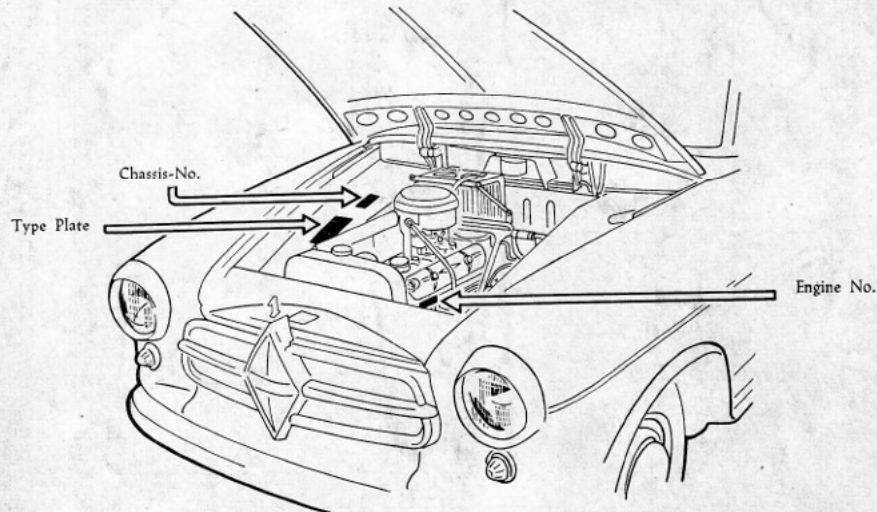


# General Instructions For Ordering Replacement Parts

To avoid delay, through inaccurate interpretation of orders, it is of great importance that the following detailed informations is quoted:

1. Chassis No. resp. Engine No. of vehicle with every spare part order Part No and description. Obtained by reference to the Parts Catalogue.



2. Ordering in "sets" is misleading. A specific statement as to the exact quantity of each part should be given.  
Orders should NOT be embodied in the text of a letter but a separate order form used.  
Full address to which the goods are to be despatched, Post or Railway station.
3. Orders submitted by telephone or telegram should always be confirmed by covering orders sent by post and these must be clearly endorsed "Confirmation", otherwise the orders may be duplicated. Exact quantity in letters, part No. and short description, chassis No. of vehicle, full address (not telegram address), post or railway station must be stated.
4. To avoid errors, number of teeth must be quoted when ordering pinions, for instance 055.322.02.00 Number of teeth: 21.
5. Instruction for telegraphic orders:  
Our telegraphic address: **"Borgwardwerke Bremen"**  
Telephone: **44 41 51**

## Instructions for despatch:

"Express"	means by Express delivery
"Frachtet"	means by Freight
"Eilgutet"	means by Express freight
"Postet"	means by Parcel mail
"Eilpostet"	means by Express parcel mail
"Dringpostet"	means by Express parcel mail and special delivery
"Flugpostet"	means by Air parcel mail and special delivery