

Dear customer,

in order to ensure a flawless processing of your order, we kindly ask you check the listed positions and quantities and to provide the following information with each of your spare parts orders, whenever possible:

- Make/SB number
- MTS part number
- Delivery address, if deviating from the main address
- Urgency of the order: when does it have to be delivered at the latest?
- The wished shipping method
- Cost centre and, if applicable, any further information necessary for your accountings to process our invoices.

Please be ware that we can only guarantee to process any spare parts orders that need to be sent via forwarder the same day, if they are sent to us by 11 a.m. Parcel shipments can be processed and sent out the same day only if they are sent to us by 1 p.m., both provided that the ordered parts are in stock.

Feel free to order spare parts through our Webshop under <https://shop.saugbagger.com>. In case you don't find the needed parts there, you can always send an email to [sales@saugbagger.com](mailto:sales@saugbagger.com).

Your MTS team

