

WESTONE MILITARY ORDERING GUIDELINES FOR CUSTOM EARPIECES

1. Have the impressions made: **(see attachment for proper impression needed for communication devices).**

Place the pair of impressions in zip lock bag for each person. Fill out Impression ID Card and place inside with impressions **(see attachment).**

2. Download and fill out the modifiable PDF ACCES or CEP Order Form, email to military@westone.com and include in box with impressions **(see attachment).**

A. Westone Account Number-Leave blank if unknown

B. Order POC and Card Holder POC-Name and Phone Number and Email

C. Members Name

D. Earpiece Style - select from drop-down

E. Color Choices (up to 3 swirled) if L and R colors are different place under "special request"

F. Laser Engraving - up to 7 characters for most earpiece styles

3. Westone does not provide inbound shipping, ship to:

Westone Laboratories, Inc.

ATTN: MILITARY DEPT.

2235 Executive Circle

Colorado Springs, CO 80906

4. The impressions will be inspected for quality upon receipt. A quote will be generated and emailed for payment authorization to process order into lab.

5. Military GPC card payment is authorized when the order is placed. Charge will occur once the order is completed and shipped.

6. Military standard turnaround time for earpieces is 14 – 20 working days from payment authorization.