



Teledex • TeleMatrix • Scitec

**Options Worksheet – Caribbean & Latin America (CALA)  
VoIP Telephones ONLY**

**Please note that all NON Display Hospitality VoIP telephones by Cetis are Power over Ethernet (PoE) only**

**Every Section of this form must be completely filled out prior to acceptance by Cetis.**

**Section 1**

**NOTE: Section 1 should ONLY be completed by the company purchasing directly from Cetis, Inc. If you are completing this form on behalf of the end user, Section 3 is also required.**

Distributor / Dealer Company Name:

Contact Name:

Email Address:

Purchase Order Number:

Telephone Number (Include Country Code):

Fax Number:

On Site Date:

Country of Ultimate Destination:

**Section 2**

**NOTE: If you are a reseller that has purchased Scitec, Teledex, or TeleMatrix products from a Master Distributor (not directly from Cetis) please complete Section 2 and email this document back to the Master Distributor from whom you have purchased our products. Please do not complete the information in Section 1.**

Reseller Company Name:

Contact Name:

Email Address:

Telephone Number (Include Country Code):

**Section 3: End User Information (Required)**

**NOTE: If you are a hotel or end user, complete Section 3. Please do not populate either Section 1 or Section 2 above. Once complete, please email this document back to the Cetis Partner from whom you purchased your products. Do not send this form directly back to Cetis.**

Hotel or End User Name:

City:

State:

Country:

Telephone Number (Include Country Code):

Contact Name:

Email Address:

**Section 4**

Model Number:

Part Number:

*(Please use separate sheets if ordering different models with different specifications)*

**Section 5**

IP-PBX Manufacturer:

Other:



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### Section 6

Telephone Color:

Describe Other:

Custom Printed Paper Faceplates:

Room Numbers on Faceplates:

**NOTE: For orders containing Trimline IP phones, a 15 foot Ethernet cable is supplied which can be used for desk mounting applications.**

**If you require a stub Ethernet cable for a wall mount applications, please check here**

### Section 7

Tropicalization of the Circuit Boards Required:

1. Additional charges apply for orders requiring Tropicalization (refer to the CALA Ordering Guide for prices).
2. Additional Lead Times apply for orders requiring Tropicalization as follows:
  - A. Orders Containing 50 units or less: 4 week lead time after receipt of completed Options Worksheet and pre-payment (if applicable).
  - B. Orders containing 50 units or more: 8 week lead time after receipt of completed Options Worksheet and pre-payment (if applicable).

### Section 8

Cetis supplied Commercial Invoice:

*NOTE: Cetis Supplied Commercial Invoice will include the Dealer or Distributor's actual cost.*

Dealer or Distributor supplied Commercial Invoice:

*NOTE: Dealer or Distributor must supply their generated commercial invoice no later than 3 (three) business days prior to shipment of products. Dealer or Distributor Supplied Commercial Invoices must have a unit value of at least the amount that Cetis is charging. Commercial Invoices with a value of less than the amount Cetis is charging will not be accepted.*

Email signed commercial invoice to CALA Customer Service ([CALA@cetisgroup.com](mailto:CALA@cetisgroup.com)) or fax to Amanda Roth at +719.638.8757 and include a cover page.

Certificate of Origin Required for Shipment:

### Section 9

All Cetis Distributors, Dealers and Installers (including partners that purchase through a Cetis Master Distributor) are required to complete the Cetis SIP Certification Course prior to shipment of products. Please provide the following contact information so that we may coordinate and/or confirm that this certification has been obtained. Information on the course and certification procedures can be found at: <http://telematrix.thesipschool.com>

Installer Company Name:

Contact:

Telephone Number:

Email Address:



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**Section 10**

Signature (Firma):

Date (Fecha):

Print Name:

Company Name:

Email completed worksheet to CALA Customer Service ([CALA@cetisgroup.com](mailto:CALA@cetisgroup.com)) or fax to +719.638.8757 and include a cover page.

**NOTE: If you are an end user or a reseller NOT purchasing directly from Cetis, please send this form back to the company from whom you purchase our products.**