

# How to place order

- 1) **How to find the product(s).** Use the search box located on the top left-hand corner to search for the correct product. Or, use the category on the left to navigate to the product's page.

The screenshot shows the MTI website homepage. At the top, there is a navigation bar with links: HOME | Contact Us | About MTI | Int'l Distributors. Below this is a search bar with a "Search" label and a "Go" button. To the right of the search bar is a category menu with a "Category" header and a list of product categories including: What's new in MTI, Find Crystal by Application, Find A Lab Furnace, Find Equipment by Application, Battery R&D Equipment, Coin Cell Preparation, Cylinder Cell Preparation, Pouch Cell Preparation, Consumables for Battery R&D, Lithium Air Battery Research, Crystal & Material, Crystals Substrates: A-Z, Ceramic Substrate: A-Z, Metal Substrate & Foil: A-Z, Thin Film on Substrate: A-Z, Target Materials: A-Z, Hi-Purity Chemical: A-Z, Nano powders: A-Z, Sample Preparation, Cutting / Dicing Saws, Polishing Machines, Lab Press & Rollers, Laboratory Mill / Mixer, Film Coating, Desktop Machine-shop, Thermal Processing, Muffle Furnaces (400-800°C), Tube Furnaces (1-7 Zones), CVD Furnace system, and High Pressure Furnace. Below the search bar and category menu is a section titled "What's new in MTI" with sub-sections: Find Crystal by Application, Find A Lab Furnace, Find Equipment by Application, and Battery R&D Equipment. To the right of this section is a blue box with the text "MTI is a world leader in film research. We provide..." and an image of a film. Further right is a table with images of various equipment and their descriptions.

- Prices published online is valid only for added to cover the extra export expense
- MTI publishes actual prices to save labor to be given.
- MTI equipment is assembled and quality guaranteed in California.

- 2) **How to add product(s).** Add product by inputting the quantity, then click the “buy” button.

The screenshot shows the MTI website product page for a Quartz Tube. The page title is "Quartz Tube: 25 OD x 22 IDx 1000 L mm (1" D x 40" L) for DIY Tube Furnace - EQ-QZTube-25GE-1000". The product image shows a long, clear quartz tube. To the right of the image is the product information: Sale Price: USD\$64.95, In stock, and Item Number: EQ-QZTube-25GE-1000. Below the item number is a quantity input field with the number "3" and a "BUY" button. The quantity input field and the "BUY" button are circled in red. Below the quantity input field is a link "Email this page to a friend". The page also includes a breadcrumb trail: Home Page > Furnace Accessories > Processing Tubes (Alumina , mullite & Quartz, ZrO2, Graphite and Super-alloy tubes ) and Blocks > Quartz Tubes > 1" & 1.57" (40 mm) Quartz Tubes > Quartz Tube: 25 OD x 22 IDx 1000 L mm (1" D x 40" L) for DIY Tube Furnace - EQ-QZTube-25GE-1000. The top navigation bar includes links: HOME | Contact Us | About MTI | Int'l Distributors | About Shipping Cost | Customer Login | Order Status | VIEW CART | Checkout. The right sidebar contains a search bar, a "You are here" section, and a "Please click history button" section.


- 3) **Shopping Cart.** If the product was successfully added to your cart, you will be automatically redirected to the shopping cart. (You can now see all items added to the shopping cart.)
- 4) **Estimated shipping charges.** To add more items, follow steps 1 & 2 again. If finished, you can click on the “Checkout” button to initiate the checkout process. (If you wish to see estimated shipping charges, please enter the destination zip code and click on “Get Rates”.)

Home Page > Your Shopping Cart

Placing order directly online will guarantee the fastest processing time: most orders will ship within 24 hours.  
 For order of equipment(s), please allow for processing time of 1 week on in-stock items.  
 We collect sales tax for order shipping to California only.

**If any the following conditions apply to you, please call MTI at 510-525-3070 to place order:**  
 - Order shipping to California and are tax exempt. (A copy of your tax exempt Cert. must be supplied to MTI)  
 - You want to utilize your own UPS/FedEx account to ship this order.

Your Shopping Cart

Item	Price	Quantity	Total
<input type="checkbox"/>  Quartz Tube: 25 OD x 22 IDx 1000 L mm (1" D x 40" L) for DIY Tube Furnace - EQ-QZTube-25GE-1000 Item Number: EQ-QZTube-25GE-1000	USD\$64.95	6	USD\$389.70

With selected items...

Estimate Shipping & Tax

Zip/Postal Code:

Subtotal: USD\$389.70  
 Shipping & Handling: -----  
 Total: USD\$389.70

5) **Shipping & Billing address.** If you are a return customer, you can sign in to retread shipping & billing information. Otherwise, you can enter this order's shipping address, and then follow by billing address.

**\*\*Please call us to place order, if you receive the following message:  
 "Sorry, we do not currently ship to the location that you have entered."**

HOME | Contact Us | About MTI | Int'l Distributors | About Shipping Cost | Customer Login | Order Status | VIEW CART | Checkout

1 Customer Information    2 Shipping & Coupons    3 Review & Payment    4 Confirm Order

Customer Information  
 Returning Customer  
 If you already have an account, sign in here.  
 New Customer  
 Enter your information below.

Shipping Address

First Name: \*   
 Last Name: \*   
 Company Name:   
 Address Line 1: \*   
 Address Line 2:   
 City: \*   
 State: \*   
 Zip Code: \*   
 Country: \*   
 Phone Number: \*

Billing Address  
 Billing same as shipping

Email Address  
 Your Email:   
 Confirm Email:

\* denotes required field

Next >>

6) **Shipping method selection, coupon code, & agreement.** This page allows you to select available shipping options for this order. Coupon code box allow for input of promotional code (if available). Finally, the MTI agreement; all checkboxes must be checked before you can proceed to the next screen.

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1 Customer Information   2 Shipping & Coupons   3 Review & Payment   4 Confirm Order

Shipping Selection

**UPS® Shipping Options**

Shipping Method	Time in Transit	Price
<input checked="" type="radio"/> UPS Ground	1 day	USD\$29.76
<input type="radio"/> UPS Next Day Air®	1 day	USD\$141.06
<input type="radio"/> UPS Next Day Air® Early A.M.®	1 day	USD\$181.02

NOTICE: These fees do not necessarily represent UPS® published rates and may include handling charges levied by this company.  
UPS, the UPS Shield trademark, the UPS Ready mark, the UPS OnLine Tools mark and the Color Brown are trademarks of United Parcel Service of America, Inc. All Rights Reserved.

**FedEx® Shipping Options:**  
[Click here for rates](#)

Coupons

Coupon Code:

**Additional Information**

denotes required field

**STOP! Do not proceed further if this order is shipping to California and are tax exempt. (Please call MTI at 510-525-3070 to place order) -- FOR ORDERS SHIPPING TO CA ONLY. \***

By continuing, I understand and consent that tax will be applied.

**STOP! For customers that want to utilize their own UPS/FedEx shipper account, please call MTI at 510-525-3070 to place order. \***

By continuing, I understand and consent that shipping charges will be billed to my invoice.

By placing your order, you agree to MTI Corporation's Terms & Conditions \*

Yes, I have read and agreed to the [terms & conditions](#)

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- 7) **Review & Payment.** This page allows you to do a final review of the order, please check all details carefully. When all details has been confirmed, you can now proceed as follow: choose the credit card type, enter the credit card number, name as shown on credit card, expiration date, the CVV code, and finally press the "Place Your Order" button. (Please ONLY press the button once, and wait.)

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1 Customer Information   2 Shipping & Coupons   3 Review & Payment   4 Confirm Order

Review Order

**Ship To:** John Doe  
860 S 19th St  
Richmond, CA 94804 United States

**Bill To:** John Doe  
860 S 19th St  
Richmond, CA 94804 United States

Product Name	Item Number	Quantity	Item Price	Total Price
Quartz Tube: 25 OD x 22 IDx 1000 L mm (1" D x 40" L) for DIY Tube Furnace - EQ-QZTube-25GE-1000	EQ-QZTube-25GE-1000	6	USD\$64.95	USD\$389.70

Subtotal: USD\$389.70  
Shipping & Handling: USD\$29.76  
Tax: USD\$35.97  
Order Total: USD\$455.43

Customer Notes:  
2000 characters remaining

Select Payment Method  
Select your payment method:  
Credit Card

Pay by Credit Card

Card Type: \* MasterCard

Card Number: \*

First Name: \*

Last Name: \*

Expiration Date: \* 01 2013

CVV Code: \* (What is CVV?)

\* denotes required field

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- 8) **Confirmation.** If all goes well, you will see a confirmation along with your order number. Congratulations!!! Your order process is now complete.