

# HOW TO ORDER NAVION PARTS

## I. INSTRUCTIONS FOR NAVION DISTRIBUTORS AND DIRECT DEALERS.

### THE PARTS ORDER FORM

Parts Order forms are supplied by the Ryan Aeronautical Company to all Navion Distributors and Direct Dealers. These forms were designed specifically for the job and provide identified space for all the information required to completely describe the parts being ordered and to furnish detailed shipping and billing instructions. Space is also provided for an order number to be assigned by the Distributor or Direct Dealer for use as a quick and positive reference for follow-up purposes.

Distributors or Direct Dealers who have an established Purchase Order form of their own may use it in preference to the Ryan form provided that it supplies all of the necessary information and is of a standard letter size. The use of order forms which do not comply with these requirements will only cause extra expense and delay shipment of the parts.

### WRITING THE PARTS ORDER

The Parts Order must be filled out in triplicate. The No. 1 and No. 2 copies are to be sent to:

Ryan Aeronautical Company  
Lindbergh Field  
San Diego 12, California  
Attention: Airplane Spares Dept.

The No. 3 copy is to be retained in the Distributor's or Direct Dealer's follow-up file. Upon receipt and approval of the parts order by Ryan, the No. 2 copy will be signed and returned to the originator as an acknowledgement of the order.

Care is essential in preparing a Parts Order since parts will be shipped exactly as ordered. Where the information furnished is ambiguous or incomplete, clarification may be necessary, with resultant delay. Fill in all the spaces correctly.

### THE PARTS

All parts carrying part numbers prefixed by "143-" and "145-" are fabricated by Ryan and can be ordered from that source only. Such parts must be identified by Item Number,

Part Number and Description as shown in the catalog.

The parts identified by "9000" series item numbers and those carrying no Item Number, must be ordered by Part Number and Description, and may be procured directly from the manufacturer or from a convenient Aviation Supply House. Such parts are standard aircraft equipment, commercially available and are stocked by Ryan in limited quantities for use in filling emergency orders only.

### SHIPMENT

Unless the Distributor or Direct Dealer specifies the method of shipping desired, Ryan will ship the most economical way. In all cases where the "method" is specified but the carrier not named, the most direct and dependable route will be selected.

All shipments are F.O.B. San Diego and crating costs except in special instances will be borne by Ryan.

All shipments will be insured for the net amount of the order.

### AUTHORIZATION AND SELLING CONDITIONS

Parts orders will be honored only when signed by an authorized representative of the Distributor or Direct Dealer.

All orders are subject to selling conditions set forth on the Navion Spare Parts Price List.

## 2. ORDERING INSTRUCTIONS FOR INDIVIDUAL NAVION OWNERS.

In all localities situated within the assigned area of an appointed Navion Distributor or Direct Dealer, the individual Navion owner will place all orders for spare parts with such Distributor or Direct Dealer. Navion owners located in areas where no such appointment has been made may order parts directly from the Ryan factory by letter, telegram or telephone, being sure to furnish complete descriptions of parts and detailed shipping instructions as outlined in "1" above.

All shipments made from the factory directly to Navion owners must be paid for in full prior to going forward and delay will be