

maxx-solar energy order procedure

1. Send a quote request to orders@maxx-energy.co.za.
2. maxx sends you a quote, if something needs to be changed, send an email/ call.
3. To accept the quote and place a binding order, send either a written confirmation or the signed quote to orders@maxx-energy.co.za .
4. We send you the proforma invoice.
5. You pay the invoice (inv no. as reference) and send us the proof of payment to orders@maxx-energy.co.za.
6. We advise our warehouse to pack your order.

7. You get a notification once your order is ready (usually 2 working days after we received your payment).
8. Before you want to pick up, give our warehouse a call to arrange a time. In Cape Town call Helen (+27 (0)79 397 0756), in Johannesburg call Jade or Sarina (+27 (0) 11 794 3841).
9. At the warehouse you collect your order and sign a packing slip for documentation.
10. After you picked up your order we send you the tax invoice, **dated on the day of pick up**. In case you don't pick up everything of your order at once you will get the tax invoice only for the parts you collected and a separate one after picking up the remaining parts.

