



Spring 2008 Catalog

Here at Granada Hills Business Machines, we specialize in the sales of Swintec, Nakajima, Adler Royal, Monroe, Acroprint, Techko, Samsung, Brother, Fellowes, and Smith Corona products. We carry a full line of office machines including typewriters, business calculators, cash registers, word processors, shredders, ribbons, time clocks, and supplies.



All products are brand new in the box. We offer:

- **Easy ordering online at www.GrandaHillsBusinessMachines.com or via our catalog order form using your credit card or check.**
- **Deeply discounted prices**
- **Brand new products with full manufacturers warranty**
- **Fast shipping via UPS Ground service**
- **Fast response to your questions**

We are a registered Small Business/Micro Business in the Federal CCR registry. We are also a Certified Small Business/Micro Business with the State of California, and registered as a Small Business in the Los Angeles County vendor database. We welcome all Federal Government, State and County inquiries.

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Calculators



Swintec 12D Solar Calculator

Retail Price: \$19.95
Our Price: \$14.99



Swintec 401 DPS III Electronic Calculator

Retail Price: \$129.00
Our Price: \$99.99



Swintec 512 DPR Electronic Calculator

Retail Price: \$159.00
Our Price: \$129.99



Swintec 4600 DP Electronic Calculator

Retail Price: \$249.00
Our Price: \$179.99



Swintec 4800 DPM Electronic Calculator

Retail Price: \$269.00
Our Price: \$199.99



Monroe SB12 Desktop Calculator

Retail Price: \$40.00
Our Price: \$29.99



Monroe SB612 Light Duty Desktop Printing Calculator

Retail Price: \$40.00
Our Price: \$39.99



Monroe 6120 Medium Duty Desktop Printing Calculator

Retail Price: \$149.00
Our Price: \$84.99



Monroe 2020 Plus II Medium Duty Desktop Printing Calculator

Retail Price: \$159.00
Our Price: \$99.99

Calculators (continued)

Page 2



Monroe 122PD 12 Digit Print Display Calculator

Retail Price: ~~\$169.00~~
Our Price: \$109.99



Monroe 7130 Heavy Duty Desktop Printing Calculator

Retail Price: ~~\$259.00~~
Our Price: \$159.99



Monroe Pro Heavy Duty Desktop Printing Calculator

Retail Price: ~~\$315.00~~
Our Price: \$164.99



Monroe 7140 Heavy Duty Desktop Printing Calculator

Retail Price: ~~\$299.00~~
Our Price: \$169.99



Monroe Classic Heavy Duty Desktop Printing Calculator

Retail Price: ~~\$324.00~~
Our Price: \$179.99



Monroe 7150 Heavy Duty Desktop Printing Calculator

Retail Price: ~~\$329.00~~
Our Price: \$199.99



Adler Royal 1235PD Desktop Printing Calculator

Retail Price: ~~\$129.00~~
Our Price: \$119.99



Adler Royal 120PD 12 Digit Print/Tilt Display Calculator

Retail Price: ~~\$200.00~~
Our Price: \$154.99



Adler Royal 121PD Desktop 12 Digit Print/Tilt Display Calculator

Retail Price: ~~\$220.00~~
Our Price: \$169.99

Calculators (continued)



Adler Royal 1248PD Plus Desktop Printing Calculator

Retail Price: ~~\$260.00~~
Our Price: \$199.99



Adler Royal 1448PD Plus Heavy Duty Professional Business Calculator

Retail Price: ~~\$299.99~~
Our Price: \$249.99



Canon MP-49D Desktop Printing Calculator

Retail Price: ~~\$149.95~~
Our Price: \$110.00



Canon CP1250D Commercial Desktop Printing Calculator

Retail Price: ~~\$229.00~~
Our Price: \$115.00



Canon CP1260D Commercial Desktop Printing Calculator

Retail Price: ~~\$234.00~~
Our Price: \$145.00



Canon CP1460D Commercial Desktop Printing Calculator

Retail Price: ~~\$249.00~~
Our Price: \$160.00



Canon CP1013D II Commercial Desktop Printing Calculator

Retail Price: ~~\$210.00~~
Our Price: \$170.00



Canon CP1213D II Commercial Desktop Printing Calculator

Retail Price: ~~\$242.00~~
Our Price: \$185.00



Swintec SW20 Portable Cash Register

Retail Price: ~~\$289.00~~
Our Price: \$184.99



Swintec SW-4050 Pro Hospitality Retail Cash Register

Retail Price: ~~\$1,495.00~~
Our Price: \$489.99



Monroe MR180 Cash Register

Retail Price: ~~\$160.00~~
Our Price: \$139.99



Casio PCR-T275 Cash Register

Retail Price: ~~\$299.00~~
Our Price: \$199.99



Casio PCR-T2000 Cash Register

Retail Price: ~~\$499.00~~
Our Price: \$429.99



Swintec Padded Carrying Case - for the Swintec SW 20 Cash Register

Retail Price: ~~\$96.00~~
Our Price: \$89.99



Ink Roller for Swintec SW 20 Portable Cash Register

Retail Price: ~~\$6.49~~
Our Price: \$6.48



Keyboard Wet Cover for Swintec SW 20 Portable Cash Register

Retail Price: ~~\$14.99~~
Our Price: \$12.99



Swintec SW20 Operations Manual

Retail Price: ~~\$35.00~~
Our Price: \$23.99

Scales



Adler Royal MX2 Mechanical Postal Scale

Retail Price: \$15.00
Our Price: \$14.99



Adler Royal Exacta DS3 Electronic Postal Scale

Retail Price: \$40.00
Our Price: \$29.99



Adler Royal Exacta DS5 Electronic Postal Scale

Retail Price: \$60.00
Our Price: \$39.99



Adler Royal Exacta DS10 Electronic Postal Scale

Retail Price: \$70.00
Our Price: \$44.99



Micro General 5005 Digital Postal Scale

Retail Price: \$115.00
Our Price: \$99.99



Salter Brecknell HTS150 Hand Truck with Scale

Retail Price: \$449.00
Our Price: \$444.99

Time Clocks



Acroprint ATR120 Electric Print Time Recorder

Retail Price: \$289.00
Our Price: \$239.99



Acroprint Timex T100 Time Clock

Retail Price: \$349.00
Our Price: \$259.99



Acroprint Model 125 Manual Print Time Recorder

Retail Price: \$325.00
Our Price: \$269.99



Acroprint ES700 Time Recorder and Stamp

Retail Price: \$319.00
Our Price: \$279.99



Acroprint Model 150 Electric Print Time Recorder

Retail Price: \$395.00
Our Price: \$319.99



Acroprint ES900 Time Recorder and Stamp

Retail Price: \$385.00
Our Price: \$319.99



Acroprint ET Electric Time Stamp

Retail Price: \$510.00
Our Price: \$419.99



Acroprint ETC Electric Time Stamp

Retail Price: \$560.00
Our Price: \$469.99



Acroprint ES1000 Totalizing Payroll Recorder

Retail Price: \$599.00
Our Price: \$499.99

Typewriters



Swintec 2410 Portable Electronic Typewriter

Retail Price: ~~\$159.00~~
Our Price: \$154.99



Swintec 2416 DM Portable Electronic Display Typewriter

Retail Price: ~~\$249.00~~
Our Price: \$239.99



Swintec 2600 Typewriter

Retail Price: ~~\$499.00~~
Our Price: \$429.99



Swintec 2640 Electronic Display Typewriter

Retail Price: ~~\$649.00~~
Our Price: \$519.99



Swintec 7000 Typewriter

Retail Price: ~~\$629.00~~
Our Price: \$499.99



Swintec 7000S Typewriter

Retail Price: ~~\$699.00~~
Our Price: \$559.99



Swintec 7040 Electronic Display Typewriter

Retail Price: ~~\$899.00~~
Our Price: \$629.99



Nakajima WPT-150 Electronic Typewriter

Retail Price: ~~\$299.00~~
Our Price: \$149.99



Nakajima WPT-160 Electronic Typewriter with Memory and Display

Retail Price: ~~\$369.00~~
Our Price: \$219.99

Typewriters (continued)

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Nakajima AE-710 Electronic Typewriter

Retail Price: ~~\$499.00~~
Our Price: \$359.99



Nakajima AE-740 Electronic Typewriter with Memory and Display

Retail Price: ~~\$599.00~~
Our Price: \$439.99



Nakajima AE-800 Electronic Typewriter

Retail Price: ~~\$649.00~~
Our Price: \$449.99



Nakajima AE-830 Electronic Typewriter with Memory and Display

Retail Price: ~~\$799.00~~
Our Price: \$549.99



Adler Royal ETP640 Personal Plus Portable Electric Typewriter

Retail Price: ~~\$200.00~~
Our Price: \$189.99



Adler Royal Satellite 40 Typewriter

Retail Price: ~~\$520.00~~
Our Price: \$359.99



Adler Royal Satellite 80 Typewriter

Retail Price: ~~\$700.00~~
Our Price: \$499.99



Adler Royal Powerwriter Office Electronic Typewriter

Retail Price: ~~\$650.00~~
Our Price: \$449.99



Adler Royal Powerwriter MD Electronic Typewriter

Retail Price: ~~\$850.00~~
Our Price: \$589.99

Typewriters (continued)

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Smith Corona Wordsmith 100
Electronic Typewriter

Retail Price: ~~\$170.00~~
Our Price: \$159.99



Smith Corona Wordsmith 250
Electronic Typewriter

Retail Price: ~~\$250.00~~
Our Price: \$199.99



Brother GX-6750 Electronic
Typewriter

Retail Price: ~~\$150.00~~
Our Price: \$129.99



Brother ML-100 Multi-Lingual
Electronic Portable Typewriter

Retail Price: ~~\$200.00~~
Our Price: \$149.99



Brother EM530 Electronic
Typewriter

Retail Price: ~~\$500.00~~
Our Price: \$429.99



Brother EM630 Electronic
Typewriter

Retail Price: ~~\$650.00~~
Our Price: \$569.99



Olivetti MS25-SP English/Spanish
Manual Typewriter

Retail Price: ~~\$130.00~~
Our Price: \$119.99

Swintec Typewriter Ribbons for models: Collegiate, 1146, 1186, 4000, 4040, 8000, 8011, 8012, 8014, 8014S, 8016, 8016S, 8017



Swintec SWS0999 OEM Black Correctable Film Typewriter Ribbon

Retail Price: \$7.50
Our Price: \$7.29



Swintec SWS0997 OEM Black Fabric Nylon Typewriter Ribbon

Retail Price: \$11.50
Our Price: \$10.49



Swintec SWS1000 OEM Brown Correctable Film Typewriter Ribbon

Retail Price: \$5.85
Our Price: \$5.79



Swintec SWS1002 OEM Red Correctable Film Typewriter Ribbon

Retail Price: \$5.85
Our Price: \$5.79

Swintec Typewriter Ribbons for models: Student, 1000, 600 640, 2400, 2410, 2400DM, 2416DM, 2500, 2600, 2600S, 2640, 3200, 3500 SW 2000



Swintec SWS1045 OEM Black Correctable Film Ribbon

Retail Price: \$7.45
Our Price: \$6.99



Swintec SWS1044 OEM Red Correctable Film Ribbon

Retail Price: \$6.95
Our Price: \$6.89



Swintec SWS1021 OEM Black Multistrike Film Typewriter Ribbon

Retail Price: \$9.00
Our Price: \$8.49



Swintec SWS1007 OEM Black Fabric Nylon Typewriter Ribbon

Retail Price: \$11.00
Our Price: \$10.00

Swintec Typewriter Ribbons for models: 7000, 7000S, 7001, 7003, 7040



Swintec SWS1009 OEM Black Correctable Film Ribbon

Retail Price: \$9.95
Our Price: \$9.89



Swintec SWS1011 OEM Black Multistrike Film Typewriter Ribbon

Retail Price: \$11.00
Our Price: \$10.49



Swintec SWS1012 OEM Brown Correctable Film Typewriter Ribbon

Retail Price: \$10.00
Our Price: \$9.99



Swintec SWS1014 OEM Blue Correctable Film Typewriter Ribbon

Retail Price: \$10.00
Our Price: \$9.99



Swintec SWS1015 OEM Red Correctable Film Typewriter Ribbon

Retail Price: \$10.00
Our Price: \$9.99



Swintec SWS1016 OEM Green Correctable Film Typewriter Ribbon

Retail Price: \$10.00
Our Price: \$9.99



Swintec SWS422 Lift-Off Tape

Retail Price: ~~\$9.50~~
Our Price: \$8.49



Swintec SWS530 Cover-Up Tape

Retail Price: ~~\$10.00~~
Our Price: \$8.99



Swintec Printwheel Cartridge (for the Swintec 7000 series)

Retail Price: ~~\$10.00~~
Our Price: \$9.99



Swintec Soft Fitted Carrying Case - for Swintec 7000 series typewriters

Retail Price: ~~\$60.00~~
Our Price: \$59.99



Swintec SWS600DC Typewriter Dust Cover

Retail Price: ~~\$22.00~~
Our Price: \$21.99



Swintec SWS4000DC Typewriter Dust Cover

Retail Price: ~~\$22.00~~
Our Price: \$21.99



Swintec SWS7000DC Typewriter Dust Cover

Retail Price: ~~\$22.00~~
Our Price: \$21.99



Swintec Typewriter Operations Manuals

Retail Price: ~~\$35.00~~
Our Price: \$25.00

Available for all Swintec models.

Make sure to specify your Swintec Typewriter Model number when ordering.



Swintec Printwheels

Retail Price: ~~\$19.95~~

Our Price: \$18.99

Available for all Swintec models.

**Make sure to specify the
typestyle when ordering.**

*Please note: PS styles are not
compatible with portable Swintec
Typewriter models 2410 or 2416DM*

Available Typestyles:

BLOCK PICA 10
COURIER 10
LETTER GOTHIC 10/ 12
MANIFOLD 10
OCR-A 10
OCR-B 10
OLD ENGLISH 10
ORATOR IO
PICA 10
PRESENTOR 10
PRESTIGE PICA 10
RECTA 10
COURIER 12
COURIER ITALIC 12
DUAL GOTHIC 12
ELITE 12
LIGHT ITALIC 12
PRESTIGE ELITE 12
PRESTIGE ASCII
RECTA 12
SCRIPT 12
LETTER GOTHIC MINI 15
MINI GOTHIC 15
BOLDFACE PS
ESSAY ITALIC PS
MODERN PS
THESIS PS

SPANISH COURIER 10
SPANISH ORATOR 10
SPANISH PRESTIGE PICA 10
SPANISH COURIER 12
SPANISH PRESTIGE ELITE 12
SPANISH CLASSIC GOTHIC 10/12
SPANISH SCRIPT 12
SPANISH MINI GOTHIC 15
SPANISH THESIS PS
CANADIAN FRENCH COURIER 10
CANADIAN FRENCH LETTER GOTHIC 10/12
CANADIAN FRENCH ORATOR 10
CANADIAN FRENCH PRESENTOR 10
CANADIAN FRENCH PRESTIGE PICA 10
CANADIAN FRENCH RECTA 10
CANADIAN FRENCH COURIER 12
CANADIAN FRENCH PRESTIGE ELITE 12
CANADIAN FRENCH SCRIPT 12
CANADIAN FRENCH MINI GOTHIC 15
EUROPEAN FRENCH PRESTIGE PICA 10
GERMAN PRESTIGE PICA 10
SYMBOL 10
GREEK MICRON 15
GREEK COPY 10
GREEK BLOCK PICA 10

Nakajima Typewriter Ribbons for the following Nakajima typewriter model series – AE-500, AE-600, AE-700, AX, EW and WPT:



Nakajima XC001 OEM Black Correctable Film Ribbon for typewriter series AE500, AE600, AE700, AX, EW and WPT

Retail Price: \$5.99
Our Price: \$5.49



Nakajima HYC01 OEM High Yield Black Correctable Film Ribbon for Nakajima typewriters AE 500, AE 600, AE 700, AX, EW and WPT

Retail Price: \$7.99
Our Price: \$6.49



Nakajima L001 Lift-Off Tape (Box of 6)

Retail Price: \$6.00
Our Price: \$5.99

Box of 6 – for use with Correctable film ribbon for all Nakajima typewriter models

Nakajima Typewriter Ribbons for the AE-300 series:



Nakajima EC 001 OEM Black Correctable Film Ribbon for AE 300 series typewriters

Retail Price: \$6.99
Our Price: \$5.49



Nakajima EF 001 OEM Black Fabric Ribbon for AE 300 series typewriters

Retail Price: \$8.99
Our Price: \$8.98



Nakajima Typewriter Operations Manuals

Retail Price: \$35.00
Our Price: \$25.00

Available only for Nakajima models AE710, AE740, AE800, AE830, WPT150, and WPT160. Make sure to specify your Nakajima Typewriter Model number when ordering.

Nakajima Typewriter Ribbons for the AE-800 series



Nakajima EC 800 OEM Black Correctable Film Ribbon for AE 800 series typewriters

Retail Price: \$12.99
Our Price: \$8.99



Nakajima OEM Printwheels

Retail Price: \$19.99
Our Price: \$16.99

Available for all Nakajima typewriters. Make sure to specify your desired typestyle from the following when ordering: Courier 10, Courier 12, Elite 12, Mini Gothic 15, Orator 10, Pica 10, Prestige Pica 10, and Script 12.

Brother Typewriter Ribbons



Brother 1030 black correctable typewriter ribbon

Retail Price: ~~\$7.00~~
Our Price: \$6.69



Brother 7020 black correctable typewriter ribbon

Retail Price: ~~\$7.00~~
Our Price: \$6.69

Smith Corona Typewriter Supplies

The ribbons, lift-off tape, and printwheels below will only work in the Smith Corona WS100 and the WS-250 typewriters.



Smith Corona 22200 "K" Series black correctable typewriter ribbon - 2 pack

Retail Price: ~~\$13.99~~
Our Price: \$11.99



Smith Corona 22210 "K" Series Typewriter Lift-Off Tape- 2 pack

Retail Price: ~~\$8.99~~
Our Price: \$6.99



Smith Corona 22220 or 22224 "K" Series Typewriter Printwheels

Retail Price: ~~\$23.99~~
Our Price: \$18.99

Adler Royal 13048 Black Correctable Typewriter Ribbon for the following Adler Royal typewriter model series: Royal ET Personal 510, 640, RT 7300, 7500, 7700



Retail Price: ~~\$8.00~~

Our Price: \$7.99

Adler Royal 901250 Black Correctable Typewriter Ribbon for the following Adler Royal typewriter model series: Satellite 40, Satellite 80.



Retail Price: ~~\$6.00~~

Our Price: \$5.89

Adler Royal 901285 Black Correctable Typewriter Ribbon for the following Adler Royal typewriter model series: Powerwriter, Powerwriter MD.



Retail Price: ~~\$14.00~~

Our Price: \$13.99



Box of 6

Retail Price: ~~\$15.00~~

Our Price: \$14.99

Adler Royal 13028 Lift Off Tape for the following Adler Royal typewriter model series: ETP-510, ETP-640, RT-7300, RT-7500, RT-7700.



Box of 1

Retail Price: ~~\$3.00~~

Our Price: \$1.75

Adler Royal 900221 Lift Off Tape for the following Adler Royal typewriter model series: Satellite 40, Satellite 80, Powerwriter, Powerwriter MD, 310, 315, 320, 325, 801, 803, 1010, 1015, 1020, Gabriele, Gabriele 100, Satellite 3, 4, 5, 6, 8, T180.

Granada Hills Business Machines strives to make all of our customers have a pleasant shopping experience, both at the time of purchase as well as once the product is received. However, we ask that you read these policies before ordering so there are not any misunderstandings after your purchase.

Shipping:

Shipping Locations: In order to reduce credit card fraud, we will only ship products to the United States and U.S. owned territories. Free shipping advertised will be to the continental United States only. We do not ship directly to inmates at prisons (see our FAQs for more information.) In addition, we will verify that shipping addresses and billing addresses are closely related using a fraud monitoring system. If we determine the shipping address is not related to the billing address of the credit card holder, we will either contact you for additional clarification or cancel your order. All fraudulent transactions will be reported to the appropriate authorities. In order to expedite your order, we suggest you enter the same shipping address as the billing address used for your method of payment.

Shipping Carrier: We use UPS for all shipments. However, at times we may opt to use a licensed trucking company for particularly large or heavy orders (i.e. Shredders, Word Processing systems, and multiple Typewriter orders.)

Time of Shipment: Orders received before 2 PM Pacific Standard Time are normally shipped on the same business day. However, some orders may be delayed one or two business days due to unforeseen circumstances.

Shipping Insurance: All shipments will be insured for the full value of the item(s) purchased at no cost to you.

Shipment Tracking: We will normally send a Tracking number to the email address you provide us for all items purchased on the day we ship them. However, we may elect to have certain products not currently in our inventory shipped to you directly from our suppliers in order for you to receive them as quickly as possible. In these circumstances, we may not always be able to obtain a Tracking number as quickly as we would had we shipped the product from our location.

Receipt of Merchandise: If you do not receive your product in a timely manner, please go to the UPS website and enter your tracking number. If a problem exists, please contact us at customerservice@granadahillsbusinessmachines.com so we can investigate the reason for the delay. Please include your Order ID number.

Returns: In order to keep our prices as deeply discounted as they are, we generally do not accept returns of products once purchased. However, we will accept returns with prior authorization if we shipped you a product that you did not order. In the unlikely event that a product arrives DOA, please contact us immediately so we can make arrangements for return shipping and a replacement product. We also may accept a product for return within 10 calendar days of your order date it (with prior authorization) if you are exchanging it for a similar item, as long as the product we shipped you is unopened in its original packaging. However, we cannot guarantee that all products will be accepted for exchange, and some exchanges will be subject to restocking fees. We charge restocking fees of 25% for unopened products you ordered that you decide you no longer want as long as you notify us of your intent to return within 10 calendar days of your order date. You will be responsible for return shipping via UPS Ground service, as well as return shipping charges and insurance for the amount of the item you are returning. Orders older than 10 calendar days are not returnable under any circumstances. Customized orders (i.e., typewriters with Spell Check added) are never returnable under any circumstances. Also, items noted as "no exchanges or refunds" will not be returnable under any circumstances. Therefore, we ask that you make sure of the products you are purchasing prior to placing your order. We try to provide our customers with as much detailed product information as possible on our website so they can make an informed buying decision. If you need any additional product information or are unsure if a product has certain features that you need, please contact us at customerservice@granadahillsbusinessmachines.com prior to placing your order, and we will be happy to assist you in any way that we can.

If you would like to request a return of a product under the conditions previously stated, please visit our [Contact Us](#) page and complete the form including your name, email address, reason for the return, condition of the merchandise (only new and unopened merchandise will be accepted), and a request for a Return Merchandise Authorization Number (RMA). No returns will be accepted without prior authorization.

Once a RMA is granted, you will be required to ship the product(s) back to us within 5 business days at your expense. All products shipped back to us must be insured for the full value that you paid. Original shipping charges paid by you will not be refunded, and shipping charges as well as restocking fees for exchanged products you will receive must be paid prior to our shipping them.

Defective Merchandise:

If you receive defective merchandise, please contact us within 10 calendar days of your order date so we can make arrangements for return shipping and a replacement product. For items that become defective after this time, please see our **Warranty** section below.

Warranty: All products sold on our website are brand new and covered by the full manufacturers warranty. If you purchase an item which later becomes defective, please follow the instructions in your User Manual to obtain warranty service from the manufacturer. Please note, we will perform warranty service for all Swintec brand items, so if you have a problem with your Swintec machine and you are in the warranty period, please contact us at customerservice@granadahillsbusinessmachines.com so we can arrange to perform the service for you.

Federal Government / State / County Orders: Granada Hills Business Machines is a registered Small Business / Micro Business in the Federal CCR registry. We are also a Certified Small Business / Micro Business with the State of California, and registered as a Small Business in the Los Angeles County vendor database. We welcome all Federal Government / State / County inquiries. Please email or call us.

Sales Tax: All orders originating in CA will incur 7.25% sales tax. Orders in Los Angeles County will incur 8.25% sales tax. No Sales Tax will be collected on orders outside of California. Buyers outside of California will be responsible for filing Sales & Use Tax returns in their states, if applicable.

Payment Methods: We welcome Money Orders, Cashiers Checks, Visa, Mastercard, American Express, Discover, and Paypal from retail customers.

Purchase Orders: We only accept Purchase Orders from the following entities:

- * Departments and Agencies of the U.S. Government
- * Departments of the State of California
- * Prison systems located within California
- * Large Cities (i.e. Los Angeles, San Francisco, San Diego) located within California
- * Counties located within California
- * School Districts located within California with prior approval

If you are one of the above organizations, and would like to pay by Purchase Order, place your order and select "Purchase Order" as your method of payment. In the customer notes section, please enter your Purchase Order number. Then FAX your Purchase Order to us at FAX # (773) 347-6864. Upon receipt of your valid Purchase Order, we will ship your items. Our terms for Purchase Orders are "Net-30" and we would appreciate if you, as the purchaser, could help ensure timely payment.

Store Hours: Our store hours are Monday through Thursday 10AM - 4PM PST (1PM-7PM EST), and Fridays 10AM-12:30PM PST (1PM-3:30PM EST).

Questions: If you have any questions regarding our store policies, please contact us at customerservice@granadahillsbusinessmachines.com.

I received an email that my credit card was rejected. What should I do?

Very frequently the error message you are receiving is due to one of the following reasons:

(1) The billing address you have entered does not match the billing address of the credit card you used. The actual billing address for the credit card is required by our credit card processor to ensure the safety of our customers transactions. This helps avoid someone using your credit card who does not have knowledge of your billing address. In order to process your credit card, please edit your billing information to match that of your credit card.

(2) The AVS Code does not match. Make sure the AVS code you enter is the last 3 digits above the signature box on the BACK of the credit card for Visa and Mastercard transactions, or the 4 digit code found above your account number on the FRONT of the card for American Express transactions.

Are all the products you sell on this website new?

Yes, we only sell brand new products, sealed in the original factory box. We do not sell refurbished products on this website.

Will you accept our Company Check, Personal Check, Cashiers Check or Money Order?

Yes, we will accept your Company Check, Personal Check, Cashiers Check or Money Order. However, your items will not ship until we receive your check and it has cleared our bank. To place such an order, add the items you desire to your shopping cart, select "Money Order" as your method of payment, complete the order process, and print your receipt. Mail your payment to "Granada Hills Business Machines, P.O. Box 3674, Granada Hills, CA 91394" and attach a copy of your receipt to the check.

What Credit Cards do you accept?

We accept American Express, Diners Club, Discover, Mastercard, Visa, and Paypal for immediate shipment of your order.

Are products covered by the manufacturers warranty?

Absolutely, yes. Rest assured that you will receive a brand new product with a full manufacturers warranty.

What will I receive with my product?

Business machines (typewriters, calculators, cash registers, etc.) normally include the User Manual, Warranty Card, and starter supplies (typewriter ribbon and correction tape, one roll of paper, etc.)

Where do you ship?

We currently ship orders to the United States only, including Hawaii, Alaska, and U.S owned territories.

Will you ship directly to an inmate at a prison?

No. Due to the high number of refused, lost, and damaged shipments, we no longer ship directly to inmates in prisons. You may order a typewriter (or other product) from us and have it shipped to your personal address, and then you can send it to the prison yourself. However, please note that many typewriters have memory with the ability to save files and text. Most prisons restrict the use of typewriters with memory completely, some do not allow prisoners to have more than 7K of memory, and only a few will allow higher amounts of memory. Some prisons specify which typewriter models are allowable in their institution, and some specify where they must be purchased. Please confirm with the prison that they will allow your inmate to receive the typewriter you desire prior to placing your order. Most prisons publish guidelines specifying the allowable items and their requirements, so please try to obtain this prior to placing your order. We do not accept returns, so if you do not get prior approval from the prison and they do not allow the typewriter (or other product), you will not be able to return or exchange the item(s) to us.

How much will shipping cost?

Shipping for all orders over \$50.00 is currently **FREE** via UPS Ground service to the **continental** United States only. Please make sure you choose "Free Shipping" on your order form. This is a limited time offer that may expire at any time. We do not ship outside of the United States. Shipping costs for orders under \$50.00 will be charged a flat rate of \$10. Shipping rates for all orders to Hawaii, Alaska, and U.S. owned territories will be calculated at the time of your order. We will email or call you with these rates to get your approval prior to charging your credit card.

Can you ship my products via USPS, Fedex or another carrier?

Sorry, we currently do not allow alternate shipping methods.

Can you ship to my P.O. Box address?

Sorry, since we only ship via UPS, and since UPS does not allow P.O. Box addresses for delivery, we cannot ship to P.O. boxes.



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 P.O. Box 3674
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Phone: (818) 366-6864
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www.granadahillsbusinessmachines.com

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Address _____
City _____
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City _____
State _____ **Zip** _____
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Model Number	Description	Quantity	Unit Price	Total

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Merchandise Total	\$	_____
Plus Sales Tax 7.25% (California Residents Only)		_____
Plus UPS Ground Shipping Shipping Rates for Order Amount: \$0.00 to \$49.99 - \$10.00 shipping \$50.00 and over – Free Shipping		_____
Total Amount Enclosed	\$	_____

Paid By: Check Mastercard Visa American Express

Name as shown on credit card: _____

Credit Card No.: _____ Expiration Date: _____

AVS Card Code: _____

Please note: The AVS code you enter is the last 3 digits above the signature box on the BACK of the credit card for Visa and Mastercard transactions, or the 4 digit code found above your account number on the FRONT of the card for American Express transactions)

Signature: _____