# How to Place an Order

Last Modified on 08/07/2025 2:56 pm MDT

Univair offers multiple ways for our customers to place an order:

Quick Links:


- Order Through Our Website
- Order by Phone
- Order by Fax, Mail or Email


## Order Through Our Website

Orders can be placed through our website 24/7 from any desktop computer, laptop, smartphone or tablet. Cookies must be enabled for the shopping cart and checkout pages to work.

Our website is 100% PCI compliant, certified PCI DSS 3.0 Level 1. All information submitted to us through the checkout process is encrypted for transmission using SSL encryption. Payment information is submitted directly to our payment processor using SSL encryption and is not stored on our host servers (we don't have access to your credit card information).

Benefits of ordering through the website:

- Updates on the status of your order will be emailed to you (receipt confirmation, payment processed, order shipped, etc.)
- Tracking numbers can be found in your account when the order ships
- View all past orders in your order history
- Print invoices from your account
- Build orders over time - our website will remember your shopping cart until you're ready to submit the order
- Save multiple shipping addresses and payment information for quicker checkout
- Questions regarding outstanding orders can be sent to Univair customer service through the Message Center
- Create multiple wish lists, save items for future purchase, and share your wish lists with others
- Order any time - our website accepts orders 24 hours a day, 365 days a year

The above benefits are not available for orders placed over the phone, email, mail or fax.

---

## Order by Phone

You can place an order by calling us during our regular business hours (Monday-Friday 7:30 a.m. to 4:30 p.m. Mountain Time). Our knowledgeable sales team can help you find parts and answer questions.

**Local:** 303-375-8882

**U.S. Toll-Free:** 1-888-433-5433

**International:** +1-303-375-8882

If you need an invoice, status update, or tracking number for an order placed by phone, please contact our sales department during regular business hours.

---

## Order by Fax, Mail or Email

Univair accepts orders via fax, mail, and email. Orders can be on your company letterhead, a purchase order, or Univair's Order Form. We also accept MS Word documents, MS Excel spreadsheets, PDFs and JPGs*.

Please include the following information when placing an order:

- Part Number(s)
- Complete description of the part (including the aircraft serial number when pertinent to the part being ordered)
- Quantity of each item
- Complete shipping address
- Phone number
- Method of shipment (Ground, Freight, Overnight, etc., or state "Best Way." When you specify "Best Way", Univair will ship your order by the best and most economical method)

**Mailing Address:** Univair Aircraft Corporation, 2500 Himalaya Road, Aurora, CO 80011

**Fax Number:** 303-375-8888 or 1-800-457-7811 Toll Free

**Email:** Call our main office at 303-375-8882 and ask for the sales department. You will be assigned a sales person depending on the state and/or country you are calling from, and they will give you their personal email address for future use. To cut down on spam, we do not publish our email addresses on our website.

Please note that when communicating with us through email, Univair will only accept attachments in the following file formats:

- JPG
- PDF
- MS Word (DOC, DOCX)
- MS Excel (XLS, XLSX)

All other file formats will be deleted unopened.

If you need an invoice, status update, or tracking number for an order placed by fax, mail, or email, please contact our sales department during regular business hours.

---