

TERMS AND CONDITIONS

Our company wants to ensure that your order will be processed in the most efficient, reliable way. Therefore, it is necessary that the following instructions be followed.

Payment Terms

Terms of sale are net 30 days, payable in US currency, Visa, MasterCard or American Express.



Establishing Credit

Credit must be established by submitting satisfactory references. We may cancel or change credit terms at our discretion and may request advance payment at any time.

Quotations

It is always best to submit a sample for quotation of custom items. Next best is a sketch or mock-up sample with notations as to quantity, size, color, copy, etc. Verbal description can suffice for simple or stock items. We will mail or fax complete specifications upon request.

Lead Times

Quoted lead times are **estimates** only. Firm delivery dates will be determined upon receipt of the purchase order and approved proofs or artwork. Delivery refers to the date the product is shipped from the factory and does not include the time it takes the shipper to get it to the final destination.

Minimum Charges

There is a minimum order of \$50.00 net (freight excluded) on stock invoice merchandise and \$100.00 for made-to-order items. All orders must be box quantities. Orders for less than a full box will automatically be increased to the next full box amount. The minimum order amount for color coding labels is \$30.00.

Artwork

The customer is generally asked to furnish camera ready artwork. We can also prepare artwork. We will provide a cost estimate upon receipt of a detailed mock up or sample of the copy. We will provide a proof of the artwork. Our stated lead times begin when we receive a customer approval of the artwork.

Pre-Production Proofs

Custom-made production proofs will be provided upon request.

Increase Quantity on Orders

An increase to a specific order will be treated as a separate order unless notification of the increase is received prior to the start of actual production.

Over-Runs or Under-Runs

We attempt to ship exact quantities as ordered. However, we reserve the right to over-ship or under-ship a maximum of 10% of the total quantity. On custom manufactured or custom printed items, a 10% over-run or under-run is standard.

Shipping

Our company uses the most direct and economical carriers and routes available unless directed otherwise. All prices are F.O.B. point of manufacture. There is an additional charge if inside delivery is specified. This charge is determined by the freight company and may be invoiced separately.

Split Shipments

Delayed shipments or specific drop shipping can be arranged. However, it is our policy to bill the complete order with the first shipment. For drop shipments of more than one destination, please ask for a specific quotation.

Freight Claims

Claims resulting from shortages or merchandise damaged in transit must be filed by the consignee with the respective carrier. We cannot allow credit resulting from such claims. We will, upon request, furnish necessary information to prepare your claim. The legal responsibility passes from us to the customer when cosignment is made to a carrier.

Cancellations

All entered orders are considered firm and cannot be cancelled except upon written authorization from our company. Cancellation costs will be billed.

Returns

All returns must be authorized by your Sales Representative. Custom manufactured items are not subject to return. Merchandise will not be considered eligible for return after 60 days from original date of shipment. A restocking charge will be applied to the customer's credit on all returns.

PLEASE NOTE: Our company is closed on the weekends and the following dates:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day After Thanksgiving
8. Christmas Eve
9. Christmas Day

EXPEDITED SERVICES

Our Expedited Services give you an extra edge, eliminating day-to-day hassles by assuring you quick delivery of in-stock items. We offer an extensive line of stock comparable folders for Acme, Ames, Barkley, GBS/VRE, Jeter, Kardex, Smead and Tab Products.

Here's how it works:

IN-STOCK ITEMS WITHOUT FASTENERS

Fax your Purchase Order by noon Central Standard Time. Orders will be processed and shipped on the following business day. Orders must be even boxed quantities. On orders for assorted colored folders, colors may be mixed, but the minimum quantity is 100 folders per color.



IN-STOCK FOLDERS WITH SEM-CLIP FASTENERS

Fax your Purchase Order by noon Central Standard Time. Orders will be processed and shipped on the second business day after receiving the Purchase Order. The maximum order is 10,000 folders with fasteners.



IN-STOCK ITEMS WITH PRINTING

Fax your Purchase Order by noon Central Standard Time. Orders will be processed and shipped on the fifth business day after receiving the Purchase Order.



IN-STOCK ITEMS WITH CUSTOM FEATURES

Fax your Purchase Order by noon Central Standard Time. Orders will be processed and shipped on the tenth business day after receiving the Purchase Order.



PRINTING

Our company can imprint stock folders on either the outside front or outside back including the tab area of the file folder. Printing is not included on the inside front or inside back of the folder. All repeat orders will be processed and shipped on the fifth business day. All lead times are based on the receipt of camera-ready copy supplied with the order. The customer must accept responsibility for possible print variances due to poor quality copy when shooting from supplied samples. We reserve the right to refuse camera-ready copy due to the quality of artwork supplied. The customer is responsible for accuracy of camera-ready copy.

This program is based on quantities of 5000 or less. For lead times on larger quantities, please contact your Sales Representative.

We reserve the right to suspend any of the above programs based on peak demand periods. Please call your Sales Representative for further information.

FREE FREIGHT PROGRAM

Free freight is available for all stock orders totaling over \$1,250.00. Stock orders consist of one-day ship stock folders with sem-clip fasteners in any position. This program only applies to stock orders quoted using our standard pricing. Our company will designate the freight carrier and all items must ship together to one central location within the contiguous United States. Orders of \$2,500.00 (US Dollars) or more to all points in Canada will receive free freight. If needed, please indicate inside delivery on your purchase order. Additional charges for *inside delivery, specific carriers, residential shipping, and other non-standard charges* will be billed accordingly. Any items that are back ordered will not be eligible for free freight.

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AMES is a registered trademark of Ames Color-File.

BARKLEY is a registered trademark of Mail-Well.

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We reserve the right to change specifications or replace raw materials as required by contingencies that exist or where product improvement is desired. This catalog is subject to change without notice.

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