

**SHORTAGES:** We must be notified of any material shortages within 3 working days.

**PRICING:** Prices shown in this catalog are effective immediately and supercede all former price lists. All prices are subject to change without notice. Possession of catalogs or price lists does not constitute an offer on our part to sell at wholesale prices.

**RETURNS:** A 10% restocking charge will be assessed on all returned stock items. Only full length pieces will be accepted for return. Non-stock items will not be accepted for return. This would include any items bought specially for one customer. Any order held over 30 days will be restocked at the customers expense, I. E.: 10% restocking on stock items and full charge on special order items.

**ORDERS:** We reserve the right to require a 50% deposit on any order.

**SPECIAL ORDERS:** Items not stocked by Alumi-Cover, but available from our vendors, will be "Special Ordered" as a service to our customers. Non-stock items, that are special ordered, are subject to pre-payment or a 50% deposit and may not be cancelled or returned. A PURCHASE ORDER IS REQUIRED.

**SALES TAX:** On items that are purchased for resale, a valid Sales and Use Tax Certificate of Exemption form is required. All other sales will be taxed at the appropriate rate.

**TERMS OF PAYMENT:** All initial orders will be shipped on a COD basis.

**METHODS OF PAYMENT:** Cash, verifiable checks, Visa and MasterCard are accepted for payment. Open account terms are available pending approval of our Credit Department.

**NEW OPEN ACCOUNTS:** Open account terms are subject to a previously approved credit application. Please allow 10-14 days for processing. All purchases prior to credit approval will be on a COD basis.

**OPEN ACCOUNT TERMS:** Our standard open account terms are net 10th & 25th. All invoices dated the 1st through the 15th of the month are due on the 25th of that month and invoices dated the 16th through the last day of the month are due on the 10th of the following month. All payments on open accounts will be applied to the oldest account balance. The unpaid balance of all past due accounts will be subject to 1 1/2% monthly service charge, or a minimum of \$1.00, and will appear on the monthly statement.

In the event it becomes necessary to incur collection costs, or institute a suit on an account, the customer and all guarantors are liable for all collection costs, court costs and reasonable attorney fees.

RETURNED CHECKS: A \$25.00 service charge will be charged for any check that is returned unpaid by a banking institution.

COMMON CARRIER SHIPMENTS: All shipments are FOB our warehouse. If instructions are not given, it is understood that we are to decide how the order is to be packed and shipped. OUR RESPONSIBILITY FOR LOSS OR DAMAGE CEASES WITH DELIVERY OF THE MERCHANDISE IN GOOD ORDER TO THE TRANSPORTATION COMPANY. The bill of lading for each shipment shows the number of packages picked up by the freight company and the consignee should be sure that the same number of packages are signed for. If shortages occur, they should be noted on the receipt and handled as a claim with the freight company after a reasonable amount of time has been allowed for the freight company to complete the shipment.

FREIGHT CLAIMS: If there is evidence of damage or shortage, THESE SHOULD BE NOTED ON THE FREIGHT BILL and reported before the bill is signed. ALL COMMON CARRIER SHIPMENTS MUST BE ACCEPTED, REGARDLESS OF CONDITION. If desired, we will cooperate with the customer to obtain adjustments from the transportation company, however, the claim must be filed by the consignee, not the shipper. The one exception to this is a lost or damaged UPS shipment. If this should happen, please notify us immediately so that we can file the claim.

QUALITY AND GUARANTEE: We guarantee the material and workmanship of all our products. UNDER NO CIRCUMSTANCES WILL WE BE HELD RESPONSIBLE FOR LABOR CHARGES ARISING FROM JOB SITE REPAIR OR REPLACEMENT.

**ALUMI-COVER AWNING assumes no responsibility for selection or installation of materials.**