

# FRAMING SUPPLIES

## **ORDERING INFORMATION:**

When placing your order, please provide the following information:

- Your Decor/Southern Account Number .
  - Item Number and Quantity.
  - Preferred Method of Shipment and Destination.
  - To Insure Accuracy, We Will Read Your Phone Orders Back To You.
- Our automated attendant is available to take your orders after regular office hours and on weekends.

**TERMS:** Net 10 days from receipt of merchandise.

**CREDIT:** To open your account, please complete our application with three trade references and the name of your bank. Allow approximately 2 weeks processing to establish an approved credit line. Should credit be established, all decisions with respect to the extension or continuation shall be in the sole discretion of Decor. Decor may terminate any credit availability within its sole discretion. Until credit is approved a check must accompany the order or, with your approval, we will ship C.O.D.

## **CREDIT CARDS:**

We accept Visa, MasterCard, Discover and American Express.

## **REMITTANCE:**

Please write your Decor/Southern account number and invoice numbers on your check and return with the remittance copy of your invoice.

## **MISCELLANEOUS:**

- UPS C.O.D. charge will be added to all UPS C.O.D. shipments.
- A \$4.95 handling charge will be added to all invoices under \$65.00.
- Orders will not be shipped to past due accounts.
- A finance charge of 1½ percent per month will be charged to all invoices past due.
- There is a \$30.00 charge to your account each time a NSF check is processed.
- In the event of default of payment, the customer shall pay for all costs of collection, including, but not limited to, attorney's fees and collection agency fees.
- *All prices are subject to change without notice.*

## **GENERAL MATBOARD COMMENTS:**

- Minimum quantity for UPS shipment is 15, 32 x 40 sheets per box.

- 40 x 60 mat board, foamboard and corrugated sheets must be shipped by our truck delivery service or by common carrier.
- 40 x 60 mat board, foamboard and corrugated sheets can not be combined with 32 x 40 for quantity price discounts.
- Foamboard and corrugated sheets may be used to reach quantity discounts and for minimum UPS shipment levels.
- Full pack quantities do not count toward other discount levels.

## **SHIPMENTS:**

- F.O.B. Hauppauge, NY or F.O.B. Kennesaw, GA unless otherwise stated. Shipments will be made by manner requested. If specific instructions are not given we will use our discretion.
- UPS - maximum size - 130 inches (length plus girth) and 150 pounds per package.
- UPS charges \$10.85 for packages over 48 inches or its 2nd longest side exceeding 30 inches and \$12.90 for C.O.D. shipments.
- UPS Ground shipments are automatically charged at the greater of the actual weight or the Domestic dimensional weight if the package measures three cubic feet (32 lbs) or larger. The Domestic dimensional weight calculation is length x width x height divided by 166.

## **LOCAL DELIVERY:**

- If your delivery falls on a holiday, your order will be delivered on your next scheduled delivery day.
- All local deliveries totaling less than \$100.00 will incur a \$10.95 delivery charge.
- All local deliveries incur the current fuel surcharge.

## **DAMAGES:**

We are not liable for loss or damage by carrier. In the event of damage, save the merchandise and original packaging so that a proper claim can be filed. You must note external carton damage or box shortage on the carrier bill of lading or U.P.S. receipt before signing. Truck (common carrier) claims must be filed directly with the carrier. U.P.S. claims must be filed by Decor/Southern.

## **RETURNS:**

- Return of any merchandise will not be accepted without prior authorization from Decor/Southern. All questions regarding your order should be addressed to us in writing within 10 days of receipt of order.
- No returns will be authorized after 30 days from receipt of goods.

## **FREE UPS GROUND**

Available for supply items shipped  
**with chop orders over \$95.**

Look for our Chop-Friendly "☑" logo throughout this catalog.

**DECOR**  
MOULDING & SUPPLY

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**SOUTHERN**  
MOULDING & SUPPLY CO.