



TERMS AND CONDITIONS ON SCHOOL ORDERS

TERMS AND CONDITIONS — PLEASE READ CAREFULLY:

PRICES: Orders are accepted and shipped on the basis of price prevailing at time of shipment. All prices are subject to change without notice.

PREPAID: Transportation charges are invoiced at cost. Orders delivered in the Tri-Town Area are free of any delivery charges.

MINIMUM ORDERS: Orders that are deliverable in the Tri-Town Area or picked up at our Winkler Road facility will have a minimum order of \$5.00. Orders that need to be shipped outside of our delivery area have a minimum of \$10.00 per order. An order under \$10.00 is subject to a \$3.00 handling fee.

RETURNS: Returned goods require prior approval from Sidney Favorite Printing, must be prepaid and are subject to a 15% handling charge. They may be exchanged for goods of equal value or returned for credit on your account. Goods not received in the condition which they were delivered will be charged the prevailing price at the time of shipment and will not be returnable for refunds.

CLAIMS FOR DAMAGE: In case of damage, contact carrier's agent at once for an inspection report. DO NOT WRITE US FIRST - call the carrier instead. Keep all packing and contents intact for inspection. If these precautions are not taken, we cannot assist you in recovering the amount of claim against the carrier.

EXAMINE EACH SHIPMENT carefully upon receipt. Shortages must be reported to Sidney Favorite Printing within 30 (thirty) days or we cannot be held responsible.

TOXIC STATEMENT: If the need arises, the required information relating to Toxic Substances will be forwarded to you when we complete your order.

SPECIAL ORDERS: Quantities are subject to manufacturing over and underruns (industry standard is 10%). There will be no returns on special orders.

TELEPHONE ORDERS: No orders will be accepted by telephone. A written request or purchase order is required for us to place your order. A purchase order number is required.

DELIVERY SCHEDULE: Delivery on most in-stock items is 1-3 business days. Some items require extra delivery time, please check with us when you place your order. The standard production time for custom orders is 10-14 working days.

CANCELED ORDERS: If notice of cancellation is received before the order has been processed and shipped there is no charge. If it has been processed and shipped it is subject to the full price at time of shipping. If approved by Sidney Favorite Printing it may be returned for the cost of the shipping to you and back to us.

PROOFS: Photocopy proofs are provided for custom orders upon request and at our discretion to insure proper placement of copy and to avoid typographical errors. Any order that has been proofread by the customer and approved then becomes the full responsibility of the customer and is subject to the full cost of a rerun if one is required.

BILLING: Customers who already have a standing account with Sidney Favorite Printing will be billed at the time of shipping, the balance will be due no later than 30(thirty) days from the date of billing. If you do not have an account, your order is subject to delivery via C.O.D. An account may be set up with us by filling out an account application, available to you upon request.

SERVICE CHARGES: A service charge is added to balances unpaid after thirty days computed on a periodic rate of 1.5% per month or 18% annually. Any order given a second notice is given a thirty day grace period before being turned over to our collection agency.

STORAGE OF ENVELOPES AND PRESSURE SENSITIVE MATERIALS: Care must be taken to insure the prolonged quality of the envelopes and pressure sensitive items that you receive. Do NOT store these items where they are subject to extreme temperature or climate changes such as: on or near radiators, heat or furnace ducts, cold air return ducts, near windows or doors, or near exhaust panels of appliances or computers. Envelopes are especially sensitive to moisture and should be stored where they will not get damp or wet.

QUESTIONS? - Give us a call, we'll be happy to help you.

(PLEASE NOTE: ALL PRICES SUBJECT TO SALES TAX WHERE APPLICABLE)