

General Graphic

1142 W. Flint Meadow Drive • Kaysville, UT 84037-0829
(801) 927-3038 • (888) 346-9184 • Fax (801) 927-3037

Government use only

For the purpose of obtaining Merchandise on credit, we request the following information:
(Please Type or Print Information)

Agency Name: _____

Contact Name: _____ Phone number _____

BILLING ADDRESS: _____

City: State: Zip: _____

SHIPPING ADDRESS: _____

City: State: Zip: _____

Federal ID. #: _____

PO# _____

Level of Government

Federal State Local _____

If local: City _____ County _____

AGREEMENT: Applicant agrees that extension of credit by seller shall be subject to and in consideration of the following:

1. Terms are that which are stated on the invoices and terms & conditions, and Internet page. All amounts are due in accordance with said stated terms.
2. Past due balances are subject to a service charge of a maximum permitted by state law and not less than \$1.00.
3. Should it be necessary to assign the account balance to a licensed collection agency or attorney for legal action, all subsequent collection charges and legal fees shall be paid by the applicant.
4. The undersigned agrees to the terms and conditions stated herein.

Date _____

Name (print) _____

Signature _____ Title: _____

Pricing Policy – All prices are subject to change. All prices in U.S. dollars only. If the price on your order form is different than our currently listed price, we will notify you when we receive your credit card number and give you the opportunity to cancel the order prior to shipping.

Payment – All orders will be paid by check pre-pay, Visa, MasterCard, American Express, Discover, or Wire Transfer, or Money Order. Orders can be on account pending credit approval. Accounts can be setup by submitting by fax, an Application for Credit form. Approval of credit could take up to two weeks, and only applies to companies in the United States.

Handling Charge – A handling charge of \$10.00 will be added to all orders under \$35.00.

Shipping Charges – Appropriate shipping charges will be added to each order. All orders over 150 pounds in weight will be special quoted for the least expensive ground carrier unless requested otherwise.

Free Freight – When free freight is offered it will be for FedEx Ground shipping only within the Continental United States.

Delivery Time – Most orders are filled and shipped within 48 hours of receipt of payment. Check pre-payment orders without established account will ship upon check clearance. We use FedEx as our primary delivery service, however other carriers (i.e., UPS, many common carriers, etc.) may be requested.

Service Charges – A \$20.00 handling charge will be placed on all returned checks. Interest of 18% APR will be added to all past due accounts. If collection is made by suit or otherwise, the purchaser agrees to pay collection cost, including all attorney fees.

Tax – Appropriate sales tax will be added to all Utah customers. Other areas may be subject to tax if shipped from a warehouse within the same state.

Returns – Customers have thirty (30) days to return a damaged or non-working item. Authorized returns will be accepted at the discretion General Graphic. All returns must receive a "Return Merchandise Authorization" number and are valid for 7 days and **MUST** be issued by Customer Service. Product must be in the original packaging, include a copy of the invoice, and be shipped freight pre-paid to General Graphic. Boxes without an RMA will not be accepted. After inspection and acceptance, credit returns will be subject to a minimum \$25.00 restocking fee or 20% of the product(s) cost, whichever is greater.

Opened or partially used merchandise will not be accepted for return credit. No credit will be issued on freight, handling charges or special fees. No returns on non-stock, custom or special orders.

Products that do not comply with the above policies will be returned to the customer, freight collect, or held for a customer issued call tag. General Graphic will not be responsible for unclaimed product left over 45 days. If you have any questions please call customer service at 801-927-3038.

E-Mail: customerservice@generalgraphic.com.

General Graphic will not be responsible for any misprints involving incorrect pictures or specifications. All technical specifications are supplied by the manufacturer.