

## **STATEMENT OF GENERAL TERMS AND CONDITIONS**

**PRICING:** All prices (found in the “Price List”) are list price and F.O.B. Evansville, IN 47725. Any items drop shipped would be F.O.B. product origin. Prices are subject to change without notice.

**MINIMUM ORDER:** Any order not meeting a minimum list price of \$1,250.00 will incur a \$250 minimum order charge.

**ORDER REQUIREMENTS:** All orders submitted should be in a “buildable order” form with all sizes, shapes, laminates, finishes, species, upholstery, and specifications clearly stated. Any missing information will delay the start of production and ultimately the overall lead time. All new accounts and initial orders must be accompanied with the buyer’s federal tax identification number and tax exemption certificate (if applicable). Please see the “How to Order” form in the back of this catalog for more information.

**LEAD TIME:** Table Logix strives to complete all orders in a 4–week or less window. However reasonable availability of raw materials and finishes specified is sometimes beyond our control. Due to the large choices of raw materials offered we reserve the right to extend lead times when necessary. When in doubt please call or email customer service.

**ORDER CHANGES:** All changes to any order must be made in writing. Administrative, labor, and/or raw materials charges may be incurred depending upon the stage of production of the order. Order changes during the final stages of production or for completed products are not feasible and shall be at the discretion of Table Logix.

**NEW & INITIAL ORDERS:** All new accounts and initial orders are subject to a 50% deposit with balance due prior to or at delivery. All new accounts and initial orders must be accompanied with the buyer’s federal tax identification number and tax exemption certificate (if applicable).

**OPEN ACCOUNTS:** Companies wishing to place orders with open account payment terms should submit a credit application available from our customer service department. Net 30 terms will be offered subject to credit approval and remain in place as long as the account is maintained within the outlined terms. Changes in ownership or structure of a company will require a new credit approval.

**FINANCE CHARGES/COLLECTION:** Accounts with unpaid invoices over 30 days will be subject to a finance charge of 1-1/2% monthly on the outstanding balance. We reserve the right to use any means of collection remedies for non-paying accounts including, but not limited to, repossession of the furniture by mechanics lien.

**TAXES:** At the time of publishing Table Logix is required to only collect sales tax on products delivered in the state of Indiana to non-exempt entities at a rate of 7%. Sales tax is due and collectable unless a tax exemption certificate is sent in with the order or on file. We reserve the right in the future to collect sales tax for other states if a state taxing authority requires collection.

**SHIPPING:** Freight quotes are approximate. Freight quotes are only guaranteed within 3-days of shipment. We reserve the right to increase the freight if a customer action is responsible for added charges (i.e. re-consignment, lift gate, delivery refusal, etc.). Please specify how the product is to ship: Customer Pickup (CPU), 3rd Party Billing (3rd Party), Collect, or Prepay and Add (PPA). Table Logix maintains

volume discounts with major LTL and dedicated freight lines, please call our customer service department for a PPA freight quote.

**FREIGHT CLAIMS:** Claims arising from PPA shipments will be administered by Table Logix. Claims arising from CPU, 3rd Party, or Collect shipments will be administered by the customer or the customer's freight broker.

**PARCEL (UPS/FED EX) SHIPMENTS:** We reserve the right to refuse claims on parcel shipments that we consider as non-parcel. Furthermore, we reserve the right to charge a handling fee for these types of shipments.

**DELAYED SHIPMENTS:** Completed orders delayed by the customer beyond the original shipment date will be stored at the factory free of charge for 30 days; however the invoice will be due and payable immediately after 30 days even if the order has not shipped. Orders held beyond 30 days will be subject to storage charges.

**WARRANTIES:** All products, given normal use, carry a 1-year warranty to the original purchaser on materials and workmanship. Table Logix, at its discretion, shall repair or replace a defective product within the limits of said warranty. The warranty does not apply to damage resulting from an accident, misuse, alteration of product, or defects caused by abnormal use.

**GENERAL PRODUCT SPECIFICATIONS:** Due to occasional changes in design and engineering specifications dimensions, finishes, and/or overall products appearance could differ slightly from photos and information contained within this catalog.