

ORDERING INSTRUCTIONS

All orders should be phoned, faxed, or mailed to the following:

FORMCASE INC.

5425-F Peachtree Industrial Boulevard
Norcross, GA 30092, USA
Tel : +1 770 246 9533
Fax : +1 770 246 9523
Email: customer-service@formcase.com

If the shipping address is different from the billing address, please indicate "ship to" address.

When ordering, please provide the following information:

1. Complete model number
2. Desk top material : (MV) Veneer, (ML) Laminate, or (HPL) High Pressure Laminate
3. Finish color : (C) Cherry
4. Handle type : (H1) Bar, (H2) Rail , (H3) Grip, or (H4) Pull
5. Handle color : (BL) Black, (SL) Silver, or (BR) Brass
6. Modesty panel color : (M1) Wood, (M2) Silver, or (M3) Black
7. Door type : (D1) Wood, (D2) Clear Glass, or (D3) Frosted Glass
8. Optional accessories if any : such us Tack Boards, Grommets, and Power / Data Centers

Example :

1	2	3	4	5	6	7
M 3672 ED	VN	C	H1	SL	M2	

PRICES

All prices shown are list prices including delivery to destinations and are subject to change without prior notice. Any changes or alterations, other than those listed items, will be subject to additional charges. Pricing must be secured in advance for orders or contracts calling for large quantities, indefinite quantities, or extended delivery dates. Orders can only be received from our authorized dealers and possession of this price-list does not constitute authority to sell Formcase products.

TERMS

1% 10 days, Net 30 days from date of invoice. Past due accounts beyond 30 days will be subject to a service charge of eighteen percent (18%) per year or .0493% per day.

SHIPPING

All shipments are F.O.B. point of shipment. Customers reserve the right to appoint the carrier and routing for all shipments and we will try to recommend the appropriate carrier.

All orders above \$2,500 list are shipped FOB factory, freight prepaid and allowed. All orders less than \$2,500 will be subject to a handling surcharge of \$75 net per order. Shipments to Alaska and Hawaii are freight prepaid and allowed to port of embarkation. Customer is responsible for freight charges from port of embarkation to final destination.

ORDER ACKNOWLEDGEMENTS

All orders will be acknowledged promptly with a description of items, prices, and shipping information. Upon receipt, please review the acknowledgement carefully and notify Formcase immediately of any discrepancies. Formcase is not responsible for any mistakes/errors on orders placed by phone without written notice. We will put the week of the shipment on the acknowledgements.

If a certain ship date is required, please let us know and we will try our best to fulfill your request.

ORDER CHANGES AND CANCELLATIONS

All changes and cancellations must be made in writing prior to shipment or pick up and are subject to our ability to accept. Once the final production has begun, no changes or cancellations can be accepted.

WAREHOUSE STORAGE CHARGES

If a shipment is delayed beyond 15 days after the order is ready for shipment, a 0.07% per day storage charge will be assessed.

DAMAGE CLAIMS

Our liability ceases at the time of the merchandise being picked up by the installer or the carrier in good condition. If the merchandise is received damaged or short, please file claim immediately with the installer or the carrier company. Please inspect all cartons and merchandise upon receipt and claims must be made within 10 days, otherwise the installer or the carrier is relieved of the responsibility. In the event of concealed damage, please notify the carrier and request for an immediate inspection.

RETURNS AND REPAIRS

Our liability for defective merchandise is limited to either replacement or repair. No merchandise can be returned without a prior inspection and consultation with Formcase representative. Any approved returns not due to defect or damage will be subject to a 30% restocking charge and all freight charges involved must be prepaid. We will not accept C.O.D (Cash on Delivery) returns.

REPLACEMENT PARTS

Replacement parts can be ordered by calling our Customer service department.

SPECIFICATION CHANGES

Formcase reserves the right to make changes in design & specifications without notice to improve the products' appearance and quality.

COLOR FINISHES

Some variations in color may occur due to the natural characteristics of the wood itself as every wood consists of different grain and texture. The possible variations in grain and color are not considered to be a defect.