

mark-my-time.com

STANDARD TERMS

- Orders of 8 Case Packs or less must be paid via the following methods:
 - Master Card
 - Visa
 - Pay Pal (to sales@mark-my-time.com)
 - Check
- Purchase orders can be accepted upon approved credit.
 - Standard mark-my-time payment terms are Net 30.
 - Payments considered late (payment after 30 days) are subject to a 1.5% finance charge per month.
- Please call for orders over 16 Case Packs (1 Carton).

ORDERING METHOD

Company is required to fax or email completed order forms directly to mark-my-time. Our fax number is 480-503-8100 or email us at orders@mark-my-time.com.

DEDUCTIONS FROM INVOICE

Prepay discounts, shipping errors and approved RMA's are the only form of deductions allowed off the face of any mark-my-time invoice. mark-my-time must be notified of any deduction.

SHIPPING TERMS AND FREE FREIGHT PROGRAM

Please **call** for pricing.

1. Free freight program
 - 1 Case Pack minimum purchase (1 Case Pack = 4 each of blue, green and purple bookmarks per case pack)
 - Individual colors may not be requested
 - Ground shipment only will be used.
 - Must be shipped to a business address.
 - mark-my-time will designate the carrier.
 - Shipping methods other than ground may be requested. You will be responsible for additional charges incurred.
2. Freight Pre-Paid Program:
 - Orders are shipped per your company's instructions. You must have an account number set up with a freight company to be accepted into this program.
 - 1 Case Pack minimum purchase (1 Case Pack = 4 each of blue, green and purple bookmarks per case pack).
 - Individual colors may not be requested.

RETURN POLICY

Returns are accepted on defective merchandise for exchange only.