

SPACETABLES

Doing Business with Space Tables

Purchase Orders:

All purchase orders must be submitted in writing, via email, fax or postal mail. Each purchase order must be on letterhead, or using an official Purchase Order, bearing an authorized signature. Orders will not be entered into production until all questions and credit terms relating to the order are satisfied.

All purchase orders will be acknowledged by Space Tables upon entry. Please verify that the acknowledgement matches your original order. This is the time to catch any mistakes and make final decisions.

Billing:

Invoices will be mailed and emailed to the customer the next business day following the shipment.

Lead Times:

Standard lead time is four (4) to six (6) weeks after acknowledgement. Since we manufacture to order, lead times are contingent upon our supplier's ability to deliver "color specific" raw materials. We will notify you of a problem should one arise. Your acknowledgement will include our scheduled week to ship.

Credit Terms:

All first time orders are done on a Proforma Invoice, 50% deposit is required to commence production with the balance payable prior to shipment.

Payment terms are net 30 days from date of invoice for customers with approved credit.

Credit terms are established on an order-by-order basis, based on the customer's willingness and ability to pay obligations as they become due. Accounts that are past due are subject to finance charges of 1.5% per month (18% annually) or the maximum rate allowed by law. Credit terms are subject to change without notice. If you have questions on your account please call Space Tables, Inc's. Credit Department.

As an alternative to opening an account, the following payment terms are available:

Credit Cards: Mastercard, Visa, American Express. All subject to 3% processing fee.

Proforma Invoice: A 50% deposit is required to commence production with the balance payable prior to shipment of order.

New Accounts:

To apply for credit, complete a Space Tables credit application. Credit terms will be considered based upon this information.

Returns:

Due to all tables tops & wood bases being custom, Space Tables DOES NOT accept returns on these items. Unopened tables bases may be returned with prior authorization if not customized. A restocking fee of 25% will be implemented on all returns along with all freight charges incurred. Unauthorized returns will be refused at customers expense.

Space Tables, Inc. 11511 95th Avenue N. Maple Grove, MN 55369 United States
info@spacetables.com 800.328.2580 www.spacetables.com



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Scheduled Delivery:

Ship weeks are shown on all acknowledgements. Best efforts are made to schedule each order based on customer, material availability, and capacity. Shipment of order may be delayed if credit terms have not been satisfied. Scheduled ship date is subject to change due to strikes, accidents, material availability and other factors beyond our control.

F.O.B. Terms:

Space Tables will prepay and add freight charges to the invoice unless otherwise requested. Freight quotes are an estimate only and subject to change based on fuel surcharges and carrier increases which are beyond our control.

Freight Claims:

Inspect your shipment carefully. Should your shipment arrive damaged, incomplete or overstated, make appropriate notations on delivery receipt. **All product and/or quality discrepancies must be reported within 15 days of receipt. After the 15 days Space Tables is no longer liable for damages.**

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