



FAX QUOTE / ORDER FORM

Invoice To:

Company Name: _____
 Contact Name: _____
 Phone No: _____, Fax: _____
 Email: _____
 Address: _____
 City, State, Zip: _____
 Purchase Order or Reference Number _____

Ship To Address

Company Name: _____
 Attention To: _____
 Phone No: _____ Fax: _____
 Address: _____
 City, State, Zip: _____
 SHIP VIA: BEST WAY NO LOADING DOCK DOCK TO DOCK DELIVERY
 SPECIAL INSTRUCTIONS: _____

(Please attach special instructions on a separate sheet if necessary)

| QUANTITY | DESCRIPTION | EACH | PRICE |
|--|-------------|--|-------|
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| TERMS: CASH/COMPANY CHECK. CASH DISCOUNTS HAVE BEEN APPLIED TO ABOVE PRICE | | F.O.B.: ORIGIN, PP&ADD | |
| PREPARED BY: Rudy Blasich | | ESTIMATED SHIP DATE ARO: TBD SHIP DATE DOES NOT INCLUDE TRANSIT TIME | |
| <small>NOTE: ALL QUOTES AND ORDERS ARE SUBJECT TO YOUR ACCEPTANCE AS SHOWN HEREIN AND OUR TERMS & CONDITIONS AS POSTED ON OUR WEB SITE WWW.FILINGTODAY.COM</small> | | * ACCEPTED BY _____ SIGNATURE REQUIRED: | |

**TO PLACE THIS ORDER, YOU MAY FAX OR EMAIL THIS FORM
 FAX TO: 888-891-9970 or EMAIL TO: SALES@FILINGTODAY.COM**

TERMS: When Paying by CASH (Company Check)/ (Money Order), please authorize this purchase by signing the * **ACCEPTED BY** box above and include this form with your payment. To expedite your request, send your Company Check / Money Order **payable to AMERICAN FILING SOLUTIONS via FedEx** to our local Sales Office located at: 41305 Promenade Chardonnay Hills, Temecula CA 92591 or mail to P.O. Box 891719 Temecula CA 92589

NOTE: When paying by Credit Card, please authorize this purchase by signing the * Accepted By box above and fax back this form. You may enter the Credit Card information in the area below or call our office with your credit card information. **NOTE: We only accept Visa and Master Card for Credit Card Purchases**

CREDIT CARD #: _____ / _____ / _____ **EXP. DATE** _____ / _____ **CVV** _____
CARDHOLDER NAME AS SHOWN ON CARD: _____
 (PLEASE PRINT NAME) **FIRST** **LAST**

SUPPLEMENTAL TERMS & CONDITIONS

Payment Terms:

Terms of sale are NET 30 Days with approved application for open terms. Invoices are dated the day of shipment and are due in 30 days. A 1-1/2% per month interest will be assessed on all invoices not paid within 30 days from date of invoice. New accounts are subject to credit approval. To avoid delays prepay with credit cards. All major credit cards accepted.

Establishing Credit:

Credit must be established by submitting satisfactory references. We may cancel or change credit terms at our discretion and may request advance payment at time of order. **Purchase Orders** are accepted from Federal, State and County Agencies. Our Terms are CASH, Net 30 days. Purchase Orders from others accepted only with an approved application for open terms.

Shipping, Freight & Sales Tax:

Our company uses the most direct and economical carriers and routes available, unless directed otherwise. All prices are F.O.B. point of manufacture. There are additional charges for inside delivery unless shipped by UPS. This charge is determined by the freight carrier and may be invoiced separately. Unless otherwise shown above, shipping/handling/freight (if applicable) and any applicable sales tax (California Only) will be added to the final invoice. Our acceptance of any order must be accompanied by your signed acceptance.

Quotations:

It is always best to submit a sample for quotation of custom products. If this is not available, the next best option is to sketch or mock-up a sample with notations as to quantity, size, color, copy, etc. Verbal descriptions can suffice for simple or stock items. We will mail or fax complete specifications upon request.

Lead Times:

Quoted lead times are estimates only. Firm delivery dates will be determined upon receipt of purchase order and approved proofs or artwork. Delivery refers to the date the product is shipped from the factory and does not include the time it takes the shipper to get the product to the final destination.

Minimum Orders:

Effective March 1, 2010, the minimum order is \$50.00. All orders are subject to a minimum shipping/handling charge of \$12.95. All voice / faxed / or emailed orders will be processed within 24-48 hours. Once you have placed your order via fax, email or telephone, you will receive an order acknowledgement to confirm receipt of your order including any estimated shipping/delivery charge. You may call us in advance for the estimated charges.

Artwork

The customer is to furnish camera ready artwork. We will provide a proof of the artwork for final approval before processing your order. Our stated lead time begins when we have received a customer approval of the artwork.

Pre-Production Proofs:

It is our policy to provide a production proof on all new custom orders. This is for your protection as well as our production department to insure the correct products are specified and produced at the time of order.

Over-Runs and Under-Runs:

We attempt to ship exact quantities as ordered. Stock and color-coded products will be exact quantity. However, we reserve the right to over-ship or under-ship a maximum of 10% of the total quantity on custom manufactured product. On custom manufactured or custom printed items, a 10% over-run or under-run is an industry standard.

Freight Claims: (Damages/Shortage in Transit)

For your protection, please examine any shipment carefully before accepting. If there is evidence of damage or a shortage, make suitable notation to that effect on the freight bill before you sign it. Failure to make this notification absolves the carrier of any responsibility and subsequent claims. Please notify our Customer Service at 888-891-1970 x 8958 within five days of receipt of a damage or short order. Interstate commerce Commission rules allow for the filing of claims for *concealed damage* up to 15 days after receipt of goods. Please notify us within this time period if you discover such damage. The legal responsibility passes from us to the customer when consignment is made to the carrier.

Cancellations:

All entered orders are considered firm and cannot be cancelled except upon written authorization from our company. Cancellation cost will be billed.

Returns:

All returns must first be authorized and given a RAN (Return Authorization Number). Custom manufactured items are not subject to return. Merchandise will not be considered eligible for return after 30 days from original date of shipment and must be in original packaging. Approved returns of stock items are subject to a 20% restocking charge. Call customer service at 888-891-1970 x 8958 during normal business hours. Unauthorized returns will not be accepted.

- **NOTE:** Due to current volatile transportation fuel charges, all freight or shipping/handling charges if shown on this order/quote form are estimated at the time of the order and actual charges may vary. We reserve the right to additionally invoice or charge based on actual freight/shipping cost at time of shipment or delivery. Any additional charges invoiced to us by any transportation carrier will be invoiced or charged to you upon receipt. Any special delivery requirements i.e., lift gate, residential delivery, pup truck, inside delivery, no dock, inside delivery to a specified floor, use of stairs, no elevator, unusual delivery requirements etc; that result in additional charges by the transportation carrier will be re- invoiced/charged back to you upon receipt.

IMPORTANT

Your responsibility when receiving freight:

Carefully examine all packages and note any indication of damage or shortage on the delivery receipt before signing to accept delivery. Ask delivery driver to sign also. If the driver won't sign your annotated delivery receipt, refuse the shipment. Signing for a shipment without notation of damage or shortage makes it extremely difficult to settle a freight claim successfully.

If damage is discovered after delivery is accepted, keep all packing material in the same condition in which it was received. Contact the carrier immediately and request an inspection of damaged goods. Failure to immediately report concealed damages will result in the carrier denying the claim.

Reporting damage to the carrier and requesting an inspection are the responsibility of the recipient; however, we will assist you in submitting the claim. We cannot take responsibility for the cost of repairing or replacing freight damaged merchandise.

When Damaged Freight is received

Record damage information on delivery receipt before signing, and ask delivery driver to sign the annotated receipt. Retain the documents to submit with the freight claim.

Refuse the shipment if driver will not sign to acknowledge the damages.

Do not unpack damaged merchandise. Keep all packing material intact and contact the carrier freight claims department to request an inspection of damage. Carriers are bound to respond to request for inspection within 48 hours of your call.

Call us at 888-891-1970 x 8958 if you **need assistance** with the freight claim.

After inspection read the inspector's report before signing. Unless you are certain that damage can be repaired to your complete satisfaction, be sure the report requests replacement of goods. If you do not agree with the inspector's conclusions, do not sign the report.

Retain damaged merchandise until written authorization to discard is received from the carrier. Do not return damaged merchandise to us or the original shipper unless authorized by us, after the carrier has accepted responsibility for cost of freight and repair.

Shipping/Freight Terminologies

Single Shipment - A single shipment of less than 500 pounds, picked up at one time and place, will be subject to an additional charge.

Notify Before Delivery - Carrier will provide notification prior to delivery when requested for an additional fee.

Hazardous Materials - Hazardous commodities are those defined in the code of Federal Regulation, Title 49, by the US Department of Transportation. Roadway will accept shipments of hazardous commodities subject to the terms of tariff 100 item 540. A hazardous commodities handling fee will be assessed for any shipment containing hazardous commodities.

Inside Delivery - When Carrier is requested to deliver freight to a position beyond the immediate adjacent unloading position, an additional charge will apply. This does not include removal of pallets or packaging.

Tradeshow Delivery - A charge will be assessed when delivered to a trade show location. This also applies to deliveries made to the advance warehouse, where shipments are held prior to the tradeshow.

Tradeshow Pick-up - A charge will be assessed when picked up at a trade show location. This also applies on show to show shipments.

Inside Pickup - When Carrier is requested to pick up freight from a position beyond the immediate adjacent loading position, an additional charge will apply.

Residential Delivery - Carrier will assess a charge when required or requested to make a delivery at a non-Commercial location. The term non-Commercial applies to private residences, apartments, churches, schools, camps, and other such locations not generally recognized as commercial business locations.

Residential Pickup - Carrier will assess a charge when required or requested to make a pickup at a non-commercial location. The term non-commercial applies to private residences, apartments, churches, schools, camps, and other such locations not generally recognized as commercial business locations.

Lift gate at Origin - When requested by the customer, Roadway will provide lifting or lowering devices to accomplish pickup for additional fee.

Lift gate at Destination - When requested by the customer, Carrier will provide lifting or lowering devices to accomplish delivery for an additional fee.

ProActive Notification - ProActive Notification only applies to Time Critical, Time Advantage or Guaranteed Day/MultiDay Shipments

COD Fee - Carrier, at the request of the consignor, will collect a COD amount from the consignee and an additional fee will be applied.

If you need additional assistance, please contact us at 888-891-1970 x 8958