

Payment Terms & Ordering Instructions

ORDERING INSTRUCTIONS

Order Submission Requirements

All orders must be submitted in writing on company letterhead and must include:

- Company name, address, phone
- Shipping Address with contact details
- Purchase Order Number
- Quotation number & date
- Items and quantity
- Pricing exactly as originally quoted

Shipping & Handling

U.S. Orders and International Shipments to U.S.

Ports of Exit: Freight and handling charges are typically included in the material cost (FOB Factory) and will be clearly listed on your quotation.

Factory-Assigned Ship Dates: Ship dates are assigned once the order enters production.

Lead Times May Vary: Final ship dates may change depending on current factory capacity.

Order Changes

Express Orders cannot be cancelled or modified
Standard Order changes are limited depending on production stage. If a change is allowed, there is a \$50 change order fee.

PAYMENT TERMS & BANKING

Accepted Payment Methods

- Wire Transfer
- ACH
- Certified Check (U.S. bank, USD only)
- Credit Card via Paypal
(Add a 5% processing fee. Contact us for instructions)

Full Advance Payment

Full payment required upon order submission if:

- Client does not have established credit or has reached their credit limit
- Lead time is 2 weeks or less
- Order total is under \$3,000
- Past-due balance

Partial Payment Option

- 50% deposit required to release order to production
- Balance is due upon receipt of the shipping notice and release of exportation documentation

Banking Information

ACH & Wire Transfer
Capital One Bank
1680 Capital One Drive
McLean, VA 22102-3491

Account #:
5734116922

Routing #:
06500090

Swift #:
HIBKUS44