

**Affordable Display Products, Inc.**  
**TERMS & CONDITIONS FOR**  
**Cardboard Display Product Line**

**Terms:**

New accounts: new orders will require prepayment with company check or credit cards. Customer must complete credit application to be considered for Open Account status. Open account terms are Net 30 on approved credit, deposits requirements may apply.

Sorry No UPS/Fed-Ex COD

**Pre-payment Requirements:**

Custom, imprinted & large orders are subject to Pre-Payment. Pre-payment must be received before order can be released to the production schedule.

**Order Acknowledgements:**

Imprinted and Custom Orders are confirmed in writing either by FAX or Email. Please review and contact our Customer Service Department at 1-866-550-0656 for any changes and or corrections. Order Confirmations, affirming all details are correct, will require customer approval by signature prior to the order being released to production.

**Custom Orders/Over Runs:**

**All custom orders** are subject to over runs. Allow for tolerance of +/-10% variance in production accuracy. Any overage will be charged upon shipment of order. **No Acceptations!** Overruns, if any, are shipped with the order unless otherwise noted by customer.

**Normal Production Time:**

Typical production times are 3 – 6 weeks after all approvals have been received and signed off on. Custom and large quantity orders TBD at time of order.

**Drop Shipment and Fulfillment:**

Please contact our Customer Service Department for charges and capabilities.

**Label Artwork Specs:**

Customer to supply digital print-ready art thus avoiding additional lay out charges. Digital print ready art consists of artwork must be 300 dpi actual size. Accepted formats are: pdf, psd, jpg, png. Read our Artwork Guidelines.

Email artwork files to [labels@affordabledisplayproducts.com](mailto:labels@affordabledisplayproducts.com)

Reference your company name in the "Subject Line" of your email so we can match up to your order.

**Shipping:**

All cardboard display orders are FOB Altamonte Springs, FL 32714 via UPS Ground unless otherwise requested by customer. Shipments via Truck/carrier will be at our carrier of choice unless otherwise requested by customer.

Export Documentation of \$20.00 plus any applicable brokerage fees will be charged on all orders outside the Continental USA.

**Cancellation:**

Orders where production has already begun are subject to a cancellation fee and reasonable charges for material and labor. If there is a deposit on account, charges will be applied and credit balance refunded. If a debit balance occurs due to the cancellation it will be due and payable upon date of cancellation.

**On Hold Orders and Storage:**

Partial or complete orders placed on hold prior to shipping will be invoiced and paid in their entirety and are due and payable upon receipt of invoice. Monthly Storage fees may apply until the order is released and shipped.

**Returns:**

All orders must be returned within 5 business days from receipt of product. ALL returns must be authorized by our Customer Service Department prior to return. **RETURNS RECEIVED WITHOUT PROPER AUTHORIZATION WILL NOT RECEIVE CREDIT.**

Please call our Customer Service Department to obtain a RMA (Return Authorization Number). Returns are subject to 25% Restocking Fees. Custom or Imprinted orders may not be returned. Customer/Shipper is responsible for arranging shipment of the return. Credit is not given on any parts that are received damaged.

**Damages:**

ALL Claims for Damage MUST be made within 5 Days of receipt of product. **Claims will NOT be accepted or considered after the 5 Day period.**