



# custom paper ltd.

ORDER FORM Fax or Email completed form back to our office.

Invoice To:		Ship To:	Date Required By:
			Ordered By:
			PO#:
Tel:	Email:	Ship VIA:	Customer No:

Product Code	Description	QTY	Cost

**Minimum Order - Opening Order** - minimum \$250 - orders under \$250 will be subject to a \$9.00 service charge plus a minimum \$12.00 freight charge.  
**- Subsequent Orders** - minimum \$100 - orders under \$100 will be subject to a \$9.00 service charge plus a minimum \$12.00 freight charge.

**Terms** - Net 30 days from date of invoice. Thirty day terms may not apply to accounts habitually in arrears. Overdue amounts will be charged 2% per month.

**NSF cheques** - Subject to a \$25.00 charge and must be replaced within 10 days.

**Freight Policy** - Freight is prepaid on most orders of over \$500.00  
For orders under \$500.00 there will be a minimum \$12.00 freight delivery charge.  
For the Queen Charlottes and Yukon, freight is prepaid on a minimum order of \$1200.00.  
For Newfoundland and Northern Points, a \$8.00 per hundred pounds freight allowance will be given on all orders.

**Freight Claims** - Orders received damaged or short in the piece count should be noted on the waybill (delivery sheet) and Custom Paper Ltd. should be notified within (7) days of receiving product. **All freight claims must be initiated by the consignee. Custom Paper Ltd. will assist when requested.**

**Return Policy** - No returns will be accepted unless prior authorization has been given, ask for a "RETURN AUTHORIZATION NUMBER" from our customer service department, 604-273-4851 or 1-800-663-0037.

Request must be made within 14 days of invoice date; products must be returned pre-paid freight. Only goods received in re-saleable condition will be given credit. There will be a 15% restocking fee on all returns.

Any damaged or short shipped product where Custom Paper Ltd. has accepted responsibility will be reshipped or credited to the customers account. Goods run for special order or to specification will not be subject to return.

**Special Orders** - The Company reserves the right to ship as complete with a special making variance of plus or minus 10% on special order products.

**Pricing** - All prices, sales policies and conditions are subject to change without notice. Price at time of shipment will prevail.

**Limitation of Liability** Custom Paper Ltd. warrants to the buyer and only the buyer, that goods will be produced within normally acceptable tolerances, free of defects in workmanship and material, to either our product specifications or the buyers specifications for special orders. In no case will Custom Paper's liability exceed the actual cost to the buyer for the goods produced.