

Advertising Specialties Terms and Signoff

Imprinted items are non-returnable and not subject to changes after the order has been placed with our supplier. Please carefully review, line by line, your product and pricing to ensure that everything is specified as you have requested.

Then **sign** and **date** the bottom of this proposal and fax it to Tallgrass Business Resources at 319-338-7484 or scan and email it to promo@tallgrassbiz.com. Please include any purchase order numbers or additional paper work if needed.

This constitutes a final approval and confirms you are agreeing to our terms and conditions for the purchase of the items as specified. Please feel free to contact us with any questions or concerns; it is important that all questions are answered before an order is placed.

_____	_____
Business Name	Date
_____	_____
Accepted By (Sign Here)	Deposit Amount
_____	_____
Printed Name	P.O. Number

Payment is due upon receipt of invoice. Items will be invoiced when delivered.

Details – Please see images and additional information on next page.

Quantity	
Price Each	
Total Amount	
Shipment Way	
Total Lead Time	

Tallgrass Business Resources

1239 First Ave SE, Cedar Rapids, IA 52402
218 2nd Street, Coralville, IA 52241
403 Cedar Street, Davenport, IA 52802
promo@tallgrassbiz.com
www.tallgrassbiz.espsites.com

TERMS & CONDITIONS FOR OFFICE SUPPLY SALES

DELIVERY

Within the Tallgrass Business Resources servicing areas delivered as specified by the client on Tallgrass truck by Tallgrass personnel.

Outside of Tallgrass Business Resources servicing areas by UPS/Fedex or special arrangement.

PAYMENT TERMS

Terms of sales are “payment on receipt of invoice.” Partial deliveries are to be paid for upon presentation of invoice covering any partial shipment. A monthly service of charge of 1 ½% per month (18% per annum) can apply to all delinquent payments received, and will be added to the balance outstanding. Any and all expenses, attorneys’ fees, and court costs incurred by seller by reason of buyer’s default will be paid by buyer.

TITLE

Title to all subject merchandise will pass from the seller to the buyer when full purchase price and all other charges due under this agreement are paid in full.

PRICES

Prices quoted do not include any sales, use or excise taxes and will be added to the invoice at time of billing. Buyers who are exempt from taxes will provide the seller with copies of exemption certificates with or before order.