

**TALLGRASS BUSINESS RESOURCES
TERMS & CONDITIONS FOR OFFICE SUPPLY SALES**

DELIVERY

Within the Tallgrass Business Resources servicing areas items are delivered on a Tallgrass truck by Tallgrass personnel.

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

ASSEMBLY OR SET-UP (if desired)

Assembly of unassembled products to be billed separately at current hourly rate. Assembly by Tallgrass Business Resources may delay delivery time.

PAYMENT TERMS

Terms of sale are "payment due 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) will 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 the 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 the order.

MINIMUM ORDER

For orders less than \$25.00

Inside Tallgrass Business Resources servicing areas a charge of \$3.00 will be added for delivery.

Outside Tallgrass Business Resources servicing areas, UPS/FedEx charges will be added.

CANCELLATIONS & RETURNS

With the exception of items that fall in the following categories, all office supply items purchased from Tallgrass Business Resources may be returned for full credit for any reason. Please call for a return authorization prior to returning an item.

Exceptions:

1. Items held for more than 20 days.
 - Items within the customer's possession for a period of 20 calendar days or more may be accepted for return or may be rejected. If they are returned there will be a minimum fifteen percent restocking fee.
2. Items not in new saleable condition.
 - Any item that has been opened or not in the original packaging can not be returned for credit.
 - Any item where the original packaging has been damaged or written on can not be returned for credit.
 - Any item with parts missing can not be returned for credit
3. Custom ordered products.
 - Items that are purchased by a customer through custom order entry (either directly with a manufacturer, printer, or through a wholesaler custom order department) may not be returned for credit for any reason. It is also worth noting that these items cannot be canceled once placed on order. The customer is responsible for paying for these items.
4. All Food and some Janitorial Products
 - Because of Federal regulations all food and some janitorial supplies can only be sold once and can not be returned.