

Wilton's Office Works

Office FURNITURE & Supplies

181 N. Earl Rudder Frwy.

Bryan, TX 77802

Fax (979) 268-0311 • Phone (979) 268-0062

www.wiltons.com

TERMS OF AGREEMENT

Office supply payments due net 30 days, and furniture payments due net 10 days from date of invoice. A finance charge of 1.5% (18% per year) will be added to all past due amounts, minimum charge to be .50. All charges, discounts, and sale prices will be suspended when terms of account are not met. Reinstatement of privileges to be evaluated by store manager after all amounts is paid in full, including finance charges.

Account statements are mailed for your convenience after the twentieth day of each month. Your delivery receipt is your invoice to pay from. No additional copies will be mailed with statements.

* See store policies page for additional terms (attached)

I agree to the terms of this account and agree to pay the account when and as due and to pay any charges incurred by my failure to pay within these terms.

Applicant's name and title _____

Applicant's signature _____

Personal Guarantee:

I _____ residing at _____

For and in consideration of you extending credit at my request to :

(Hereinafter referred to as the "company") of which I am the _____.

Payment of any obligation of the company and I hereby agree to bind myself to pay you on demand any sum which may become due to you by the company whenever the company shall fail to pay the same. It is understood that this guarantee shall be a continuing and irrevocable guarantee and indemnity for such indebtedness of the company. I hereby waive notice of default, non-payment and notice thereof and consent to any modification or renewal of extension of credit. The undersigned guarantor agrees to pay, in the event the account becomes delinquent and is turned over to an attorney for collection, attorney's fee equal to 33 1/3% of the balance due plus all attendant collection costs.

TERMS INITIAL_____

TERMS: COMMERCIAL ACCOUNTS ARE AVAILABLE WITH APPROVED CREDIT. ALL COMMERCIAL ACCOUNT FURNITURE PURCHASES ARE NET 10 DAYS FROM INVOICE DATE. MONTHLY COMMERCIAL ACCOUNTS FOR OFFICE SUPPLIES ARE NET 30 DAYS FROM INVOICE DATE.

ALL OTHER SALES ARE CONSIDERED DUE AND PAYABLE AT TIME OF PURCHASE.

WE ACCEPT CASH, CHECK, MASTERCARD, VISA, AMERICAN EXPRESS, AND DISCOVER

ALL INVOICES ARE CONSIDERED TAXABLE UNLESS A CERTIFICATE OF EXEMPTION IS COMPLETED AND ON FILE IN OUR OFFICE.

RETURN AUTHORIZATIONS: IN ORDER TO RECEIVE FULL CREDIT A RETURN AUTHORIZATION MUST BE REQUESTED WITHIN 20 DAYS OF THE INVOICE DATE. MERCHANDISE MUST BE IN ORIGINAL PACKAGING AND IN SALEABLE CONDITION. SOME ITEMS ARE NON-RETURNABLE, INCLUDING SPECIAL ORDERS, CUSTOM MADE ITEMS, FOOD ITEMS, AND DATED ITEMS. CONTACT CUSTOMER SERVICE FOR DETAILS.*

DAMAGES OR DISCREPANCIES: MUST BE REPORTED WITH 48 HOURS OF RECEIVING MERCHANDISE. *

DEFECTIVE MERCHANDISE: WE WILL REPLACE DEFECTIVE ITEMS AT NO CHARGE IF REPORTED WITHIN 48 HOURS AND IN ORIGINAL PACKAGING. AFTER 48 HOURS THE MANUFACTURER MUST AUTHORIZE WARRANTY REPLACEMENTS. WE CAN ASSIST YOU IN PROVIDING MANUFACTURER PHONE NUMBERS AND/OR WEBSITE INFORMATION.*

ELECTRONIC EQUIPMENT: RETURN AUTHORIZATION FOR ELECTRONIC EQUIPMENT MUST BE REQUESTED WITHIN 48 HOURS. IN ORDER TO RECEIVE FULL CREDIT FOR RETURN OF ELECTRONIC EQUIPMENT, MERCHANDISE MUST BE UNUSED AND IN ORIGINAL PACKAGING, THIS INCLUDES ALL MANUALS AND ACCESSORIES.

*ANY FURNITURE ISSUES MUST BE ADDRESSED WITH MANAGEMENT, AND WILL BE HANDLED ACCORDINGLY.

OUR GOAL IS TO MAKE SURE ALL YOUR TRANSACTIONS WITH WILTON'S OFFICEWORKS ARE HANDLED IN A TIMELY AND EFFICIENT MANNER.