# **TERMS & CONDITIONS**

### **Ordering Procedures**

Please indicate all available information such as catalogue number, colour, year, size, etc. This will expedite handling and shipping of your order.

Customers are welcomed to shop in person.

#### **Hours:**

Monday to Thursday 8:30 a.m. to 5:00 p.m., Friday 8:30 a.m. to 4:30 p.m. Saturdays and Sundays – Closed.

Mail orders should be sent to our Head Office:

UNITRADE ASSOCIATES 99 FORAL PARKWAY, TORONTO, ON, M6L 2C4

Phone: 416-242-5900 • Fax: 416-242-6115

Toll-free: 1-800-939-3935 E-mail: unitrade@rogers.com

Website: http://www.unitradeassoc.com

## **Freight Policy**

Shipping charges will be added to all invoices.

### **Credit Terms**

Cash with orders unless credit has been established. Credit applications are available upon request. Mastercard and Visa accepted

New customers, please supply a copy of your corporate letterhead or business card and vendor's permit number.

Terms are 2% 10, net 30 to accounts with established credit.

Accounts with outstanding balances over 60 days will be put on hold and 2% per month service charges will be added.

Invoices unpaid after 90 days will be given to a collection agency with all collection charges added to the account.

All merchandise remains the property of Unitrade Associates until fully paid for.

#### **Prices**

All prices are subject to change without notice. We try to maintain listed prices as long as possible.

### **Returns**

Absolutely no returns will be accepted without written permission.

All defects, shortages or errors must be claimed within 10 days of receipt of shipment.