



Tel: (815) 675-9777

Email: order@sunnywood.net

To order:

To ensure prompt and accurate delivery, all information requested below and on following page(s) must be provided. An incomplete and/or unsigned form may cause delay.
Order cancellation **MUST** be notified to Sunnywood in writing 15 days prior to scheduled ship date.

Mail or fax completed order form to : Sunnywood Inc., 2503 Spring Ridge Dr, Unit H, Spring Grove, IL 60081
Fax: (815) 675-9788

Please type or print legibly

Company Name _____

Contact _____

Phone () _____

Email _____

Billing

Street _____

City _____ State _____ Zip _____

Country _____

- Check here if the billing & shipping addresses are the same.
- Check here if the shipping address is residential.

Shipping

Street _____

City _____ State _____ Zip _____

Country _____

Ship Date Req: _____

Ship Via: _____

Shipper Number: _____

Cancel Date: _____

Back Orders Accepted: Yes No

Payment Information

Amex Visa/MC Discover

_____ Credit Card Number

_____ Expiration Date (Month/Year)

_____ Cardholder's Name

_____ Cardholder's Signature

Account with Terms

Account # (if known) _____

Payment Term: _____

Special Instructions

SALES TERMS

TERMS: 30 days net to approved credit. No shipments will be made to past due accounts or accounts with exceeded credit limit. If immediate shipment is required, it can be sent certified check, or it can be charged to Visa, MasterCard or American Express.

PAYMENT: Net prices and all freight on invoices are due and payable at: 2503 Spring Ridge Drive, Unit H, Spring Grove, Illinois, 60081.

FINANCE CHARGE: A finance charge, which will be an amount determined by applying the periodic rate of 1.5% per month (annual percentage of 18%) will be applied to all unpaid amounts. FINANCE CHARGE is based on the ENTIRE past-due balance of all invoices not paid thirty (30) days after due date. A banking charge of \$40.00 will be charged on any returned checks.

BACK ORDERS: Back orders will be shipped as item become available unless stated otherwise on your order.

SHIPPING: All orders shipped UPS unless otherwise arranged with us in writing prior to shipment. Sunnywood reserves the right to select the best carrier. FOB point is Spring Grove, IL.

DAMAGED OR LOSS SHIPMENT: Carrier is responsible for damaged or any loss due to shipment transition. Please report all claims for loss and damages to the delivering carrier immediately upon receipt of the shipment concerned. You may need to keep the original packaging for inspection by the carrier company, and delay in reporting may cause you a loss.

SHORTAGES: All cases are sealed properly when they leave our dock. Any shortage in your shipment must be reported to us within two weeks of invoice date. If seal is broken when you received the goods, please report to carrier for your losses.

DEDUCTIONS: No deductions off invoice allowed unless approved in writing by Sunnywood.

DISPUTES: Applicant/Buyer agrees to waive their rights to jury trial in the event of controversy, dispute, or claim arising out of or relating to this agreement, and, agree to be heard in a competent court of law before the bench on any controversy, dispute, or claim that may arise out of or relating to this agreement. Applicant/Buyer expressly agrees to submit to personal jurisdiction in Illinois and that the forum for any litigation pursuant to this agreement or any other contract between Sunnywood and Applicant/Buyer, whether suit is brought by Sunnywood or Applicant/Buyer, shall be the County of McHenry, State of Illinois. This agreement shall be governed by and construed in accordance with the laws of Illinois.

GUARANTEE: Sunnywood products are guaranteed against manufacturer's defects. Claims must be filed within 3 months of invoice date. Sunnywood or its appointed agent may examine the goods in question before allowing returns and issuing a credit.

RETURN POLICY ON NON-DEFECTIVE GOODS: No returns accepted without authorization number. Return request must be made within one week of receipt of goods. Merchandise must be returned in original condition and freight prepaid. 20% restocking charge will be applied on returns. **Custom made orders** and **discontinued items** are not returnable.

RETURN PROCEDURE: For either defective or non-defective returns, we will need some way of tying your returns with the original invoice in order to properly credit or replace the merchandise for your customers. Therefore, any one of the following reference numbers must appear on your returned packages:

Your original PO number and Sunnywood Account Number

Our Sales Order Number

Our Invoice Number

Our RA Number (you receive this number if you have already called ahead and notified us of the situation)

Furthermore, we would need instruction and clarification from you on whether it is a defective or non-defective return; and whether to replace or credit the return. To achieve this, please either call, fax or email us with this information together with any of the above reference numbers.

Please understand that unknown packages delivered to us without reference numbers nor instructions from you cannot be handled effectively. We will have no way to properly service these cases. These packages will be refused on delivery and returned to sender.

Prices and terms are subject to change without notice.
No salesman is authorized to make exception to the terms and conditions.