

FUNDRAISING TERMS AND CONDITIONS

CALCULATING SHIPPING & HANDLING

- 👉 Your grand total is comprised of your order subtotal, plus shipping and handling costs. **Please see the shipping rate chart on the back of the order form. The minimum charge is \$6.00.** For example, if your order subtotal came to \$215.00, the shipping rate chart lists \$20.00 as the shipping rate for ground shipping, so your order will total \$235.00. If your order subtotal is \$75.00 or less, your shipping charge is \$6.00 for ground shipping.
- 👉 The rate for **our 3-day express shipping is listed on the shipping rate chart or a minimum of \$12.00 whichever is greater.** For example, if your order subtotal came to \$250.00, the shipping rate chart lists \$47.50 and your total order is \$297.50. **3-day shipping is 3 business days AFTER your order has left our distribution center!**
- 👉 **California residents** pay 7.75% sales tax and only \$6.00 for shipping.
- 👉 Minimum shipping for customers in **Alaska and Hawaii is 2-day Air with a minimum of \$27.00.**
- 👉 **International and Military Shipping:** Please call 1.800.684.1555 for rates. If an order is placed online, we will automatically add the required shipping charge, without notice.
- 👉 **Please note: We Do Not ship to P.O. BOXES.**

RETURN POLICY

- 👉 Returns on all orders are accepted for a **full refund if received within 45 days of original ship date.** Returns received after the 45 days are subject to a 30% restocking fee.
- 👉 **No returns on dated material (Calendars, Planners). NO EXCEPTIONS.**
- 👉 **Returns made after 90 days from original ship date are NOT ACCEPTED.**
- 👉 **Unauthorized returns may be sent back at the customer's expense.**

PAYMENT

We accept Visa, MasterCard, American Express, certified Cashier's Checks, and Money Orders. All orders must be pre-paid in full **PERSONAL CHECKS are NOT accepted, no exceptions.**

TERMS AND CONDITIONS OF SALE

\$200 Minimum (product only) must be met on initial order per catalog season. All orders must be pre-paid by the form(s) of payment listed above. All claims for missing or damaged items must be made within 5 working days of receiving order; only 1 missing items claim allowed per invoice. ***We reserve the right to substitute a sold out item with a like item without notice.*** All orders are shipped UPS Ground unless otherwise noted by customer. Orders shipped ground will be delivered within 2 weeks from the day we receive your order **with** payment.

IMPORTANT REMINDERS

- 👉 To ensure accurate entry of your order into our system, please write legibly and include your **customer ID number**, if known. Fax or mail the **yellow** order form, **NOT** the sales order form from the middle of your catalog.
- 👉 If you or your organization are **paying by Credit Card**, please write your **Credit Card number, expiration date, cardholder name, and cardholder signature** in the spaces provided on the order form and fax to 916.424.5053. ***Faxed orders are accepted with Credit Card payments only.*** If you or your organization are **paying by Cashier's Check or Money Order**, make sure **your name and customer ID number** are on your payment, and mail it to us with your fundraising order form. After receipt of your order and payment, ***processing can take up to 72 hours prior to shipment.***
- 👉 **For priority processing, place your order online at www.black-gifts.com.**