

## Shipping Document:

### Short Order Purchases: Full Payment in advance

Short Order purchases are defined as orders that can be produced within several days of execution of the order. These are most often products that can be shipped by courier delivery services, i.e., UPS or Federal Express etc.

### Courier Delivery Services:

These services have size and flammable product restrictions that may not allow for shipping by these methods or in some cases by Air Service restrictions. Courier services require the, "ship to" address be a physical location only, not a P.O. Box.

### Progressive Orders: 50% Down / Balance before shipment

Progressive Orders are defined as products that can generally be produced over several weeks or months. To execute an order a written quotation must be accepted, signed and the deposit received. Approval drawings are then prepared by Griffform outlining all detailed specifications and must be approved by the purchaser before any production will proceed. Prior to shipment the final and full payment must be made.

### Common Carrier Services:

Common Carrier transporters are trucking lines that require the, "ship to" address be a physical location only. If the delivery is to a job site or residential address, there typically is a surcharge imposed by the transporter of \$85.00.

### Detailed Shipping Recommendations:

More detailed information is provided in the following document, "Griffform Innovations Policies", which should be reviewed for more complete shipping and receiving instructions.

Please fill out the shipping information below.

Ship to \_\_\_\_\_ Side Marker \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Shipping Administrator:

If the purchaser elects to choose their own common carrier shipping, it will be their sole responsibility to arrange for picking up the product at the assigned date, time and location during Griffform® business hours. Should the product not be picked up at the appointed time a storage fee may be charged. Responsibility for arranging payment and insurance is solely upon the purchaser and Griffform® will not act on behalf of the purchaser in any way. In this case the purchaser will be required to sign documents accepting responsibility for shipping when the product is ordered.

☐

**I elect to provide product transportation.**

Signature \_\_\_\_\_

Payment by Company Check must be received in time to be processed and payment transfer completed before shipment will be initiated.

**Method of Payment:** We **ONLY** accept ☐ **Visa** ☐ **MasterCard** ☐ **Company Check.**

Credit Card Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Credit Card # \_\_\_\_\_ Credit Card Expiration Date \_\_\_\_\_

Security # Back of Card \_\_\_\_\_ Print Name \_\_\_\_\_

E-Mail \_\_\_\_\_ Signature \_\_\_\_\_

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