



Terms and Conditions

Terms: A 25% deposit is required on all orders over \$1000. Net due 30 days from invoice date. A late charge of 1 ½% per month will be charged on balances due 30 days after billing, which is an annual rate of 18%. In the event that a portion of an order is delivered, an invoice will be sent for that portion of the order and will be due under the normal 30 days terms. Price is guaranteed for 30 days from proposal date unless otherwise stated. Contact us for an extension of this proposal. It is agreed that in the instance of special ordered items, a restocking fee of 35% shall apply. All orders are subject to delay caused by fire, accident, strike, or any cause beyond our control. Warranties are provided by the manufacturer and those written terms are available upon request.

Benjamin Roberts Ltd, it heirs and assigns hereby retain title to the merchandise described in this proposal until the buyer makes full payment of the purchase price. In the event of legal action to collect any portion of the purchase price or to recover possession of the merchandise, the buyer agrees to pay reasonable attorneys fees, such fees to be taxed as part of costs.

Installation Agreement

Unless noted otherwise in the furniture quotation, our installation will be done during normal working hours, Monday – Friday 7:30-3:30 only. Installations will be performed outside of normal hours only with prior agreement and may entail additional charges.

Our installation technicians are responsible only for the installation of the furniture named in the attached proposal. Panel systems that include electrical modules consist of electrical components contained within the panels and power pole, and include an electrical infeed intended for hardwire hookup to the building's power supply (as included within the furniture proposal). It is the end user's responsibility to obtain a licensed electrical contractor to make the final connection to the building power, and is not included in the scope of this furniture proposal. Likewise, while the panel systems may contain raceways designed to house data and phone wires, it is the end user's responsibility to provide the appropriately trained personnel to install and test those wires. This proposal does not include disconnecting, connecting or moving the end user's electronic equipment of any type. Whenever possible, our installers will work in cooperation with the electrician and data technicians to enable their work to be accomplished concurrently with the furniture installation.

Furniture Plan

By signing the purchasing agreement, the end user is acknowledging that they have seen, understand, and approve all attached drawings. Design work, space planning, typicals, and drawings that represent these are CONFIDENTIAL and are the PROPERTY of Benjamin Roberts Ltd. No drawings may be reproduced for or handled by any other company. Changes to the order content after the time of order may involve additional charges and delays to the entire order.

Acceptance

Benjamin Roberts Ltd will accept and acknowledge your order upon receipt of your purchase order and/or signature on the attached quotation, plus your signature on all drawings and this Terms and Conditions document.

I have read and agree to all the terms and conditions contained above.

X _____

Date _____