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**Dear Friend,**

Welcome to our new 2008 catalog/price list. It is full of new items and the supplies and materials that you use everyday.

**We are family.** LeWinter Moulding is a 117 year old family business operated by fourth generation member with many years of experience. We are located in Pittsburgh Pennsylvania, ready to serve you wherever you are!

**We take it personally.** We know you and we know the industry. Our employees are full time professionals and craftsmen with the necessary knowledge to help you with your needs. We are always available, with the best possible service and finest quality materials, as a supplier that can aid in your business goals. All services are wholesale only to the trade. Whether you are already in business or planning on setting up a new shop, we can supply you with all the materials and equipment necessary to be successful.

**Take a look.** Please read the following guidelines. They will help us better serve your needs and let you know what to expect from us. You will also find "Trade Tips" throughout the catalog. Use this information to increase your knowledge and your profit.

Also, please feel free to call us at any time. LeWinter Moulding is "Full Service, At your Service"!

Sincerely,

Marc & J ay

Marc & Jay LeWinter

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM
to	to	to	to	to
5:00 PM	5:00 PM	5:00 PM	5:00 PM	3:30 PM

*Arrangements can be made in advance for appointments at other times.*

## How To Contact Us

**800-633-8886**  
Toll Free Number

**412-782-2220**  
Toll Free Number

**800-643-9907**  
Toll Free Fax

**412-782-1192**  
Toll Free Fax

These numbers give you 24 hour access, 7 days a week. Our fax machine is always on and ready to receive your message. You can place an order, fax a question or anything.

\*When using LeWinter Moulding as a credit reference, **please use our local phone and fax numbers.**

### After Hours

When you call us **after** normal business hours (**M-TH 8:30-5:00, F 8:30-3:30**) our automated system will receive your call. You will be led through a simple menu in order to leave a message with the appropriate party.

When you place an order, please leave a detailed message with your name, customer number, shipping instructions and order. Please **SPEAK SLOOOOOOWLY**.

**During business hours you will get a real live person**

### Extensions

Telephone Extensions					
Fran Lakatos	711	Printer Room	719	David Fair	737
Lindsey Allen	712	Debbie Nist	720	Purchasing	744
Jennifer Tuite	713	Lisa Lorish	727	Tech Assistance	745
Cindy McGinn	714	Shop	729	Accts/Pay*	746
Jay LeWinter	715	Warehouse	730	Sales	747
Michael Schurko	716	Mark Greaser	734	Rob Payne*	752
Jill Warywoda	717	Showroom (Mike H.)	736	Mark Wasserman*	753
Marc LeWinter	718			<b>* Voice Mail Only</b>	

Please call or stop in. Let our experience help you market your products. If you would like a sales person to call, please let us know. They are more than willing to help you. Please let us know your special needs.

- Technical Assistance: ext. 745.
- Rob Payne: (PA, WV, MD, S.E. OH Rep) voice mail-ext 752.
- Marc LeWinter: (Sales Manager) ext 718
- Mark Wasserman: (OH, N.W. PA Rep) voice mail-ext 753.

### E-Mail

In addition, you may also reach us by e-mail.

- Jay LeWinter: [jay@lewintermoulding.com](mailto:jay@lewintermoulding.com)
- Marc LeWinter: [marc@lewintermoulding.com](mailto:marc@lewintermoulding.com)

# Ordering Information

## HOW TO PLACE YOUR ORDER

These guidelines will help to insure that your orders are filled promptly and accurately. You may phone, fax, or mail your order in.

All phone orders will be read back to you for verification. If the order is read back to you we will not be responsible for an error in communication. If you decline a "read back" it will be noted on your order. For your benefit please allow us to "read back" your order. This also gives our order takers a chance to say something besides "uh-huh", "ok" and "next".

Please order using the exact item number - complete with every dash, space, letter, etc. Believe it or not, our computer cannot tell the difference between 99454 and 99-454. See catalog page for exact numbers. Using item numbers helps us to get you exactly what you want.

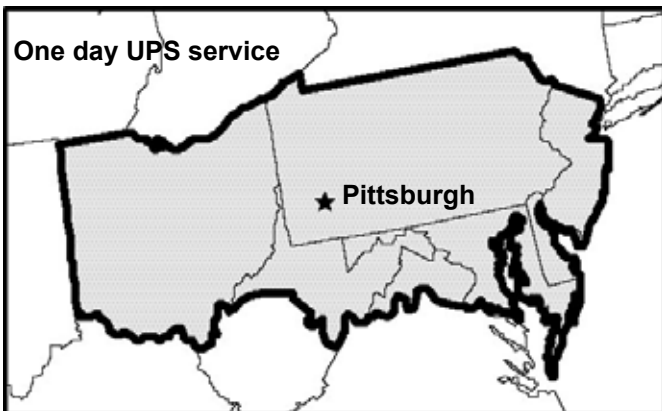
Please do not specify color names on matboard. Only numbers and B for Bainbridge, C for Crescent and 3- before Tru Vue matboard are needed.

## HOW SHOULD WE PROCESS YOUR ORDER?

Please mention pick-up, delivery, UPS, truck, etc. We have UPS customers that pick-up and vice versa. If you are picking-up please call your order in and specify day and time.

We can ship anywhere! Please specify your favorite carrier.

- **Pick-Up** In order to serve you promptly & efficiently we ask that all orders be phoned or faxed in prior to pick-up. (See Scheduling chart).
- **Delivery** Delivery to many areas (approximately a 150 mile radius - see below) via our truck is available. **To arrange for delivery, contact Marc LeWinter at ext. 718.**
- **Shipping** Orders can be shipped by UPS or by common carrier (FOB warehouse). Please specify your favorite carrier. (See UPS map on page A-7)




## SCHEDULING

	Pick-Up	Delivery	Truck	UPS
Chop	4 Hours	24 Hours*	24 Hours	Same day*
Length Mldg	2 Hours	24 Hours*	24 Hours	Same day*
Joined	72 Hours <sup>1</sup>	72 Hours <sup>1</sup>	72 Hours <sup>1</sup>	72 Hours <sup>1</sup>
Other Items	2 Hours	24 Hours*	24 Hours	Same day*

<sup>1</sup>Example: Order any time on Monday, joined frame will be ready any time on Thursday.

\* Order by 2:00 PM

## DELIVERY/UPS NOTICE GUIDELINES

1. **Order Deadline**  
Please place your main order by 2:00 P.M. the day before your delivery or for same day UPS shipment. 
2. **Delivery Add-Ons** (Will be entered as new orders)  
Add-Ons for 5 or less items will be accepted over the phone until 5:00 P.M. Monday through Thursday, Friday until 3:30. If your add-on is more than 5 items, you will be asked which 5 items you prefer and the balance will be processed for a your next delivery day or can be shipped UPS. Please specify your preference. If you do not specify, we will deliver.

### UPS Orders or Add-Ons

UPS orders placed after 2:00 P.M. will be shipped the following day.

3. **Fax & Voice Mail Orders/Add-Ons: After hours**  
After hours orders/add-ons of 5 or less items faxed or left on our voice mail before 6:00 PM (Fridays before 3:30 PM) will be processed for delivery the following day. (After hour chop orders/add-ons - see #4)

**Orders/add-ons placed after 6:00 PM** (Fridays after 3:30 PM will not be delivered the following day. We will process your orders/add-on for your subsequent delivery day or ship it UPS. Please specify which you prefer. If you do not specify, we will deliver on your subsequent delivery day.

4. **Chop Orders/Add-Ons - After Hours**  
Orders for chops that are placed after regular business hours WILL NOT be processed for next day delivery. Chops will be sent to you on your subsequent delivery day or shipped UPS. Please specify which you prefer. If you do not specify, we will deliver on your subsequent delivery day.

*In order to promptly process your orders every order creates a separate invoice. Consolidate your orders for fewer invoices.*

Our delivery service is a prearranged route system. For delivery information please contact Marc LeWinter at ext. 718.

# Ordering Information

## BILLING INFORMATION / TERMS

- General terms are net 30 from the date of the invoice - not from receipt of the statement. A 1 ½% finance charge (18% APR) will be assessed against all accounts with invoices 15 days past due of month end.
- All accounts over 60 days will convert to C.O.D. until the balance is brought current.
- Terms are for approved credit accounts only.
- Specific terms and discounts apply to certain products.
- See product information in our catalog for details.
- A statement is sent at month end to all open accounts.
- Energy Surcharge Update: Effective July 1, 2008 our energy related surcharge will be increased to 1.95%

## CREDIT

We welcome you to establish an account. Please fill out our credit application completely, furnish three trade references and one bank reference. Until credit is checked, we can ship C.O.D., Visa and Mastercard. You must return a completed credit application to establish an account. Incomplete applications can delay the approval process.

## C.O.D. ACCOUNTS

Until credit is established orders can be delivered C.O.D. or prepaid with a charge card. UPS does not accept cash for C.O.D. orders.

## CREDIT CARD PAYMENTS

Generally, all new accounts are set up to be paid via credit card until credit is established. LeWinter Moulding accepts Master Card, Visa and Discover.

Net 30 accounts regularly paying by credit card must keep their balance at 30 days. Payment arrangements for this type of account need to be pre-established with the credit department.

## CLAIMS

Defective merchandise or shortages must be called to our attention within 10 days. All returns must be authorized.

## RETURNS

Any item returned not due to our error is subject to a restocking charge of 15%. Chops that have been joined and length that is cut cannot be returned. All returns must be properly wrapped.

## DISCOUNTS

Refer to the specific price page for particulars on each item.

We can “**special**” quote on LARGE volume orders. Just give us a call.

## MINIMUMS

**Product Minimum** - Refer to product page.

**Dollar Minimum** - None. But if you come in everyday and order one sheet of mat board we will probably ask you to bring donuts, cookies, or candy.

## SAMPLES

We have discounts available for initial orders so that you can buy samples at a reduced price. This applies to: readymades, etc. Please ask your salesperson about these products.

Moulding samples can be purchased for the cost of one foot of that moulding at our “Wood 300” price (our best price).

## BACKORDERS

LeWinter Moulding makes every attempt to stock adequate quantities of products. Most backorders are filled in 1-2 weeks. We call you on all out of stocks when filling the order. At that time we will establish whether you want the item kept on backorder. If we are unable to reach you we will still backorder the item and mark “N.A.” (no answer) on the order. If we reach an answering machine we will mark “M.A.” (machine answer) on the order.

Most items are shipped without calling, when they are back in stock. We will only call for verification on cut items (chops, cut glass, etc.). Once we reach you we will ship or cancel the order. If you do not respond, we will cancel a backorder one week after a message has been left.

If at any time you would like a backorder canceled, please notify us.

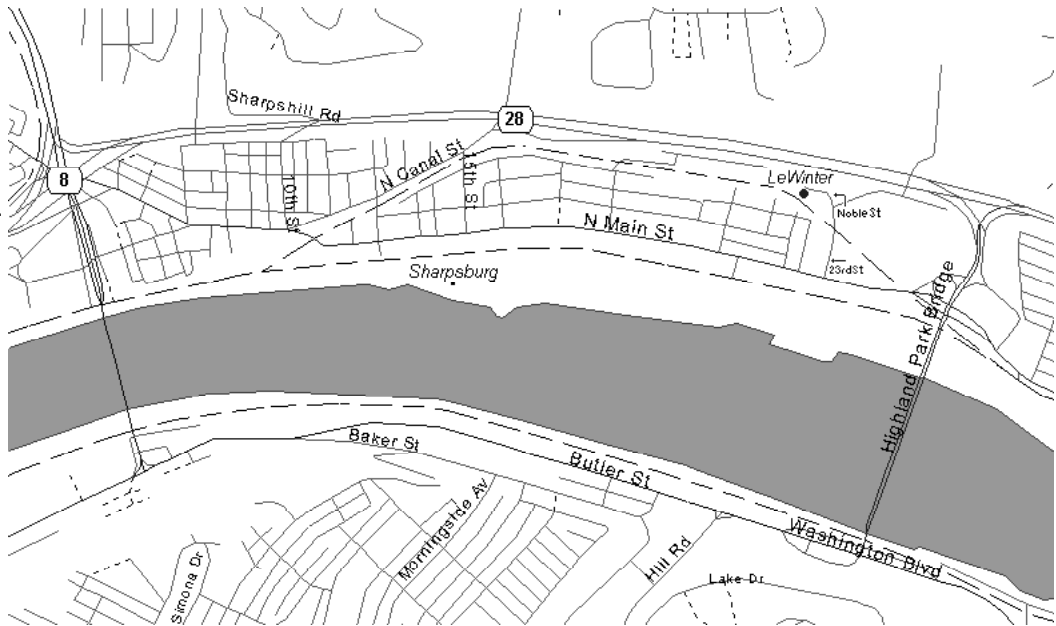
# How To Get To Us

## DIRECTIONS

**-1-**

**From The North Hills, Downtown, or South Hills**

Take route 28 North to the Highland Park Bridge exit. **DO NOT CROSS THE BRIDGE.** Take the first ramp to the right. Make another right at the "Y" towards Sharpsburg. This will put you on **MAIN STREET.** (see below H)



**-2-**

**From Squirrel Hill, Oakland, Shadyside**

Cross the Highland Park Bridge. Take Sharpsburg exit onto **MAIN STREET.** (see belowH)

**-3-**

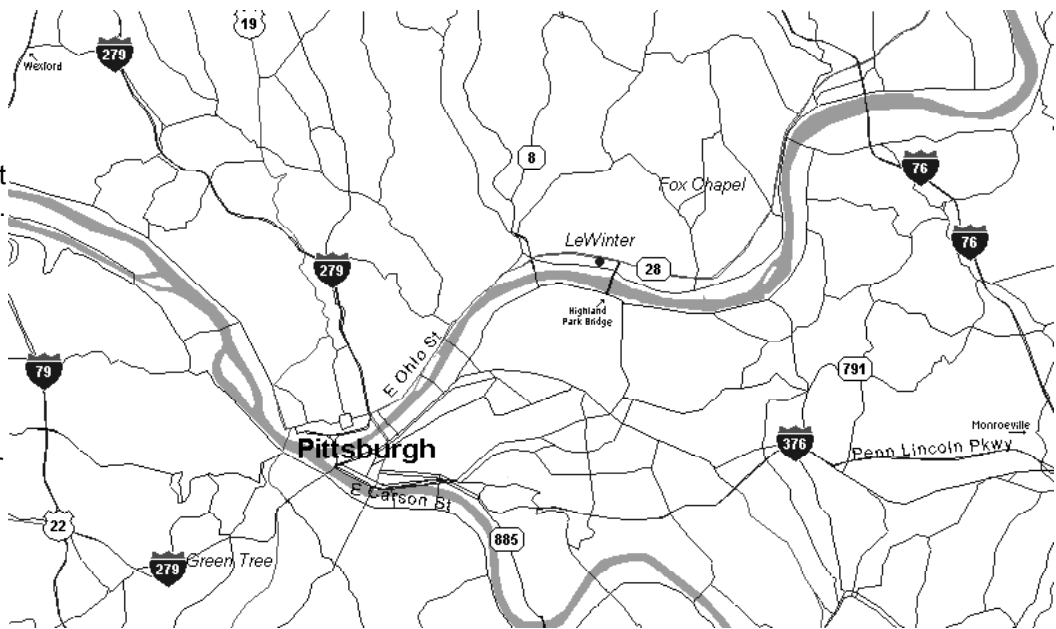
**From 28 South**

Use the Highland Park Bridge exit. **DO NOT CROSS THE BRIDGE.** Take the first ramp to the right. Make another right at the "Y" towards Sharpsburg. This will put you on **MAIN STREET.** (see below H)

**-H-**

**Once On Main Street**

Make the first right onto 23rd Street (you will see Ryan's Glass on your left). Cross over the railroad tracks and turn left onto Noble Street. Our entrance is on the left.



**From Cleveland and Points NW**

Take the PA Turnpike to Exit #4 (Butler). Head South, towards Pittsburgh on Route 8. Follow to Route 28 North. Then see #1 above.

**From Washington PA and Points SW**

Take Route 79 North to 279 North. Follow 279 North through the Fort Pitt Tunnel until you see signs for 28 North - Etna. Then see #1 above.

**From Somerset and Points East**

Take the PA Turnpike to Exit #5 (Allegheny Valley). Head towards Pittsburgh on 28 South. Then see #3 above.

# UPS Scheduling Information

## Normal One Day Delivery Service Area from LeWinter Moulding

For guaranteed next-day service please specify **Next-Day Air**. There is an additional charge for next day air.

**2nd Day Air** service is also available at an additional charge.

**Saturday UPS** delivery available for \$10 plus regular next day charges.

Moulding orders for UPS will be cut to UPS size requirements or size you specify within UPS guidelines.

There will be a \$4.00 packing charge per box on moulding (**MLDG-BOX**) shipped UPS, in addition to regular UPS charges.

There will be a \$4.50 packing charge per box on matboard (**MAT-BOX**) shipped UPS, in addition to regular UPS charges.

These charges will be added to UPS charges on the invoice.

Cut moulding can not be returned.

**UPS has extended their One Day Zone. Please visit [www.ups.com](http://www.ups.com) or call us for more information.**



**Orders placed by 2 P.M. go out the same day.**

## Nationwide UPS Schedule From LeWinter Moulding

Entire states of Hawaii & Alaska  
UPS Next Day Air or  
UPS 2nd Day Air only.

Zone numbers indicate  
ground Time-in-Transit

