

# 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.

## 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.

## CLAIMS

Defective merchandise or shortages must be called to our attention within 10 days. All returns must be authorized. Unauthorized returns are subject to be hidden in Jay's office.

## 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. Red bows and fancy ribbons are optional.



## 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.

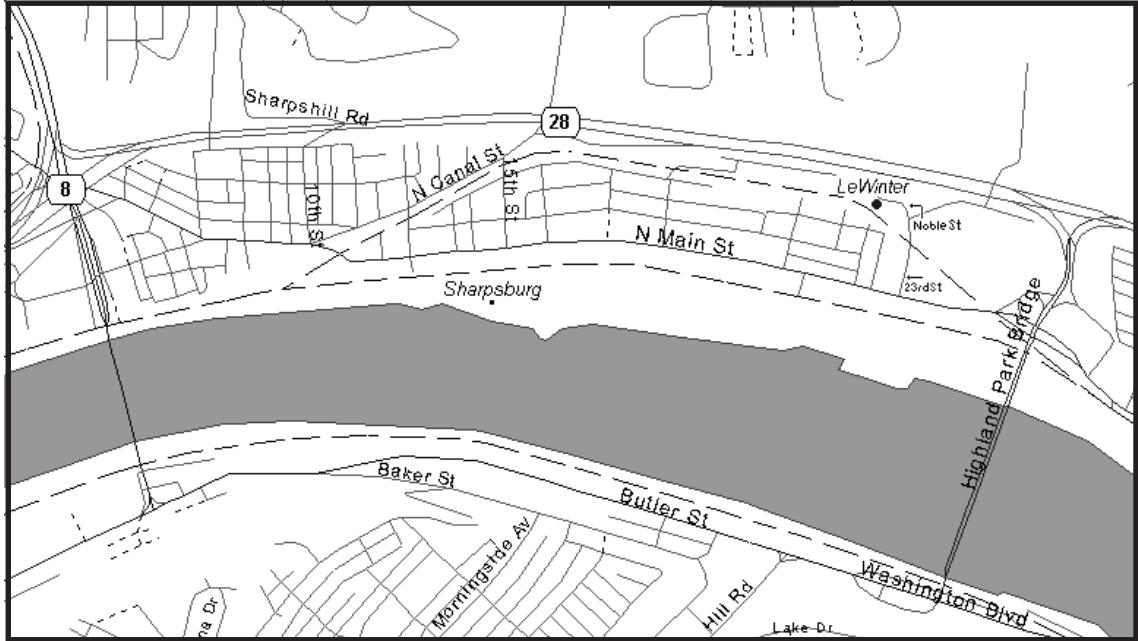
## How To Get To Us

### 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)



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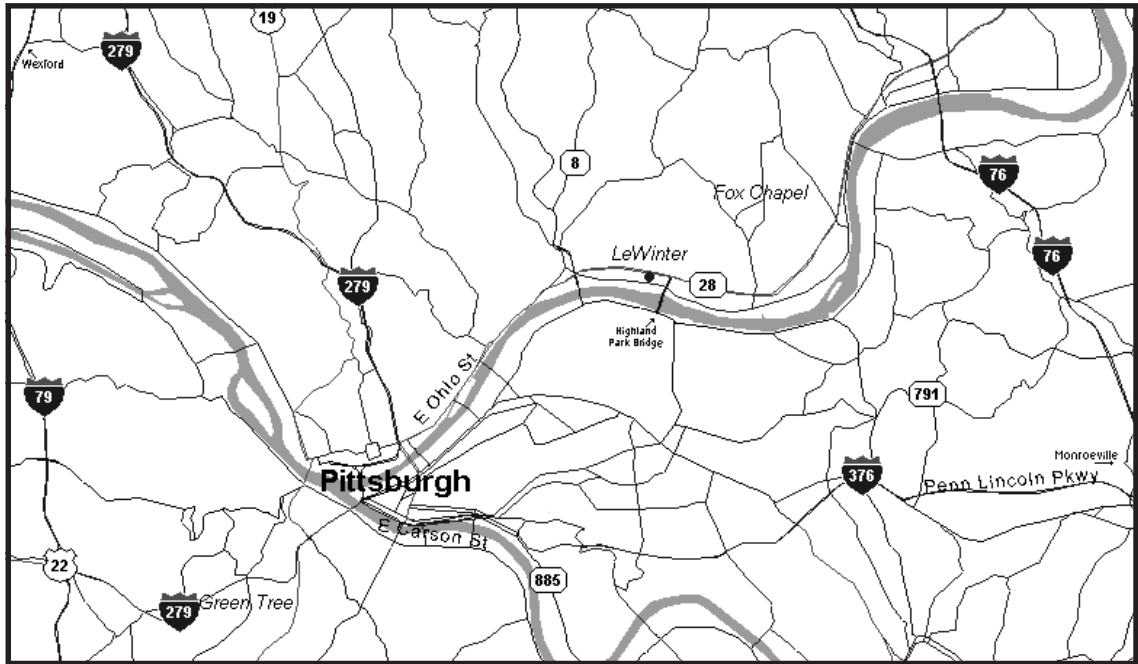
#### From Squirrel Hill, Oakland, Shadyside

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

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#### 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 belowH)



-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.