



Atlantic Business Interiors Limited
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 atlanticbusinessinteriors.ca

Quotation

Quote	Quote Date	Customer Order	Customer	Account Representative	Project

TERMS AND CONDITIONS OF SALE

At Atlantic Business Interiors (ABI) we are committed to providing Quality Products, Excellent Service and Competitive Value to the marketplace. We would like to review key details related to your project/order to ensure your satisfaction.

Credit Application, Approval & Order

- A credit application is required for all customers.
- Details of the delivery/service including the "ship to" address building access, second contact, etc. must be provided prior to quotation.
- All orders over \$25,000 will require a minimum 50% deposit. The percentage of deposit on all other orders will be determined at the time of the order.
- All orders are placed once a completed signed purchase agreement/purchase order and/or deposits are received if required.
- A mutually agreeable Customer Required Date will be determined based on estimated vendor lead-times.
- All product is custom manufactured to your specifications and therefore can not be returned. Restocking programs are not an option.
- Customer acknowledgements are available to you upon request.
- If we are installing workstations with power you will need to coordinate with an electrician to connect the building power interface. If you prefer ABI can coordinate one for you through our Project Manager.
- If you are receiving product "drop ship" (product shipped directly from the manufacturer to you without ABI personnel to unload and place) you are responsible for inspecting the product for freight related damages. If product is damaged it must be noted on the bill of lading.

Scheduling & Confirmation

- We will confirm your scheduled service date 48 hours in advance. Any changes to the original order should be communicated at this time. Please note additional requests may result in additional charges.
- Any changes to the scope of scheduled service work must be communicated in writing 48 hours in advance of the start time. A cancellation charge equal to 25% of the value of the scheduled service work will be payable if scheduled work is cancelled without 48 hours notice.

Delivery, Installation, Services

- Deliveries, installations and services are performed during normal business hours by our non-union personnel.
- We require the job site be safe, accessible, clean, clear of debris and free from other trades. Unacceptable job site conditions may result in additional charges for excessive handling, storage and transportation. We reserve the right to refuse to install based on unsatisfactory site conditions.
- Removal of contents including desk top items may be required, depending on the service we are providing.
- Changes to the original scope of the job will be submitted for your approval and payment.

Job Completion

- Upon delivery of new or pre-owned product, we will complete a general "wipe down" cleaning of all products. Steam cleaning, touch up, removal of stickers, tags etc. for existing product is not included, we would be happy to provide a quote for this service.
- We will complete a walkthrough with you upon completion of your order/project. ABI will expedite the resolution of outstanding issues.

Invoicing & Payment

- Product will be invoiced upon receipt of the product at the job site or upon customer required date, whichever is earlier.
- Shortages or deficiencies of a "significant value" to the overall order will not be invoiced until completed or a reasonable hold back will be suggested until the issue is corrected.
- Payment is due in full net 15 days from the date of the invoice.

Project Changes

- If the job site is not ready on the mutually agreed upon Customer Required Date, payment terms will be as follows:
 - 75% of invoice amount less any deposit is due within 15 days of invoice date.
 - 15% of invoice is due within 30 days
 - 10% of balance of invoice is due immediately upon completion of installation.
- Any additional expense incurred to handle, store and/or re-deliver your order will be submitted to you for payment within 15 days of invoice date.

I have reviewed ABI's order process and agree to the terms and conditions.

Name _____ Signature _____ Date _____
 (Please Print)