

Meyers Business Interiors

Terms: Net 30 Days

Freight included to the 48 contiguous states.

Returns: No returns will be accepted without previous authorization from Meyers Business Interiors. You will receive a **Return Merchandise Authorization (RMA) Number**. **This number must be referenced on all paperwork and clearly marked on the outside of all cartons.**

Ordering: M.B.I. accepts orders by Fax or Mail. Orders should be sent to:

**Meyers Business Interiors
1975 West Downer Place
Aurora, IL 60506
630-896-0000 Fax 630-896-0013**

When an order is received, it is assigned a scheduled ship date. That date is shown on the customer's acknowledgment. Requests for changes or cancellations should be made through the Order Entry Department immediately. Any change or cancellation is subject to a 25% fee if the order is already in production

Standard lead time is 24 hours to 6 weeks.

C.O.M. Upholstery: For C.O.M orders, please contact The Customer Service Department to determine the exact yardage requirements. C.O.M. orders will not be scheduled for production until fabric has been received, inspected and approved. Please follow the procedures listed below when placing a C.O.M order:

Send a 12" X 12" swatch of the fabric for approval.

Mark all swatches of the following.

1. Your Name
2. Name of Fabric Supplier
3. Name and Color of Fabric
4. Your Purchase Order Number

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Bill To: _____
 Company _____
 Attention _____
 Address _____

 City _____ State _____ Zip _____
 Phone _____ ext. _____
 Fax _____

Ship To: _____
 Company _____
 Attention _____
 Address _____

 City _____ State _____ Zip _____
 Phone _____ ext. _____
 Fax _____

Order Date: _____
 Requested Delivery Date: _____

PO Number: _____
 Credit Card#: _____
 Credit Card: Visa Master Card
 exp date: _____

Qty	Model #	Options	Fabric Color and Pattern	Net Price	Option Price	Sub-Total

All orders must be faxed or sent in hard copy form. Orders will be accepted, manufactured and invoiced based upon the information and terms of acknowledgement. If there are any discrepancies between the original order and the acknowledgment, please notify Meyers Business Interiors.

Less Discount: _____
 Order Total: _____
 Tax: _____
 Shipping and Handling: _____
 Total: _____

Special Notes: _____

 Authorized Signature Required