



CORPORATE OFFICE: 10410 HEMPSTEAD ROAD, HOUSTON, TX 77092

TEL:713-680-9191 WEBSITE: ARC-CABINETY.COM EMAIL: SALES@ARC-CABINETY.COM

COMPANY POLICIES

ORDER PROCESSING & PAYMENT

- FLAT PACK ORDERS ARE PROCESSED WITHIN 3 BUSINESS DAYS FROM ORDER CONFIRMATION AND PAYMENT.
- RUSH ORDERS WILL BE PROCESSED FOR AN ADDITIONAL FEE. SAME DAY SHIPPING ORDERS MUST BE MADE BEFORE 11:00 AM CENTRAL STANDARD TIME.
- FOR ANY ORDERS BEING PICKED UP AT AN ARC CABINETY DISTRIBUTION CENTER THERE IS A MINIMUM OF 3 HOUR PROCESSING TIME BASED ON ITEM SIZES/QUANTITIES.

DELIVERY POLICIES FOR LTL CUSTOMERS

- THE DRIVER IS ONLY RESPONSIBLE FOR PLACING THE PALLET ON THE GROUND.
- A RESPONSIBLE PARTY MUST BE PRESENT TO INSPECT THE INVENTORY AND SIGN OFF ON DELIVERY.
- YOU WILL RECEIVE A TRACKING NUMBER BY EMAIL THE DAY THE ORDER IS SHIPPED.
- ALL DESTINATIONS MUST BE TRACTOR/TRAILER ACCESSIBLE OR A LIMITED ACCESS FEE WILL BE APPLIED (\$100). IF SPECIAL DELIVERY PROVISIONS HAVE TO BE MADE PLEASE DISCUSS WITH YOUR SALES REPRESENTATIVE PRIOR.
- FOR RESIDENTIAL DELIVERIES AND APPOINTMENTS, THE FREIGHT COMPANY WILL CONTACT YOU DIRECTLY TO SET UP A DELIVERY WINDOW.

MARKETING POLICIES

- ARC CABINETY CANNOT BE HELD LIABLE FOR APPLICABLE MARKETING COSTS OR LIABILITIES.
- SHOWROOM DISPLAYS: WE OFFER A 50% CREDIT ON DISPLAY PURCHASES UP TO \$5,000. TO QUALIFY AS A DISPLAY IT NEEDS TO BE ATLEAST 4FT LINEAR SPACE. IT CANNOT BE SINGLE CABINET FOR FUNCTIONAL USE (STAFF DESKS, BATHROOMS, BREAKROOM). ARC CABINETY RESERVES THE RIGHT TO MAKE CHANGES/SUGGESTIONS FOR YOUR DISPLAY. TO RECEIVE THE CREDIT PICTURES OF THE INSTALLED DISPLAY MUST BE EMAILED TO YOUR SALES REPRESENTATIVE.

SIGNATURE: _____

NAME: _____

COMPANY: _____

DATE: _____