

ESSANCE LINEN INC. dba ESSANCE

2895 Nina Street, Pasadena, CA 91107 Tel: 1-800-377-2623 Fax: 1-626-793-8027

TERMS & CONDITIONS

Minimum Order: 150.00 (initial order); \$ 50.00 (re-orders)

Payment Term: All orders must be prepaid until a Credit Account is established. We accept payment via Pay Pal and Credit Cards (VISA, Mastercard and American Express)

Payment via company check or money order must be cleared by the bank before order is shipped. All returned checks are subjected to a \$30.00 fee. Sorry, we do not accept personal checks.

To Establish a Credit Account (Net-30), please complete the attached Credit Application and fax it to 1-626-793-8027 for approval. Please allow 30-45 days to process.

Any Credit Account that is over 15 days past due will be put on "Prepaid Only". All past due accounts will be subjected to a 15% finance charge. Accounts that are 45 days past due will be sent to collection. We appreciate your orders, however, all outstanding balances must be paid before new orders will be shipped.

Return: Return must be authorized by us within 10 days of invoice and be accompanied by a Return Authorization Number. Any returns without our assigned Return Authorization Number is subjected to a 15% fee.

Return that is not due to our error is subjected to a 15% re-stocking fee.

Freight Charge: Shipping and handling charges are calculated based on USPS or UPS shipping rates for the package.

Price Charge: All prices are subjected to change without prior notice.