



## **ORDER INFORMATION**

*Effective 2018*

PRICES are subject to change without notice.

### **MINIMUM ORDER**

Minimum Order is \$100. A Service Charge of \$25 will be added to orders under \$100.  
All goods will be shipped with prices in effect at the time of shipping.

### **PAYMENT TERMS**

We accept Visa and Master Card. Terms of Net 30 days are offered to firms that supply three (3) satisfactory rated trade references. Please allow two (2) weeks for processing.

A finance charge of 1.5% per month will be added to past due accounts.

Initial orders are processed with UPS COD, money order, bank certified check, or credit card ONLY while awaiting credit approval.

### **RETURNED CHECKS**

There will be a \$25 charge for all checks returned to our bank.

### **SHIPPING CHARGES**

No freight charges are pre-calculated. All shipments are made F.O.B. Jacksonville, FL.

### **RETURN POLICY**

Returns must be preceded by a return authorization (RA) number which can be obtained for defective, damaged, or incorrectly shipped merchandise via phone, fax, email, or letter within 10 days of receipt of order.

Please specify your invoice number on all correspondence.

Returned merchandise must be in marketable condition with all retail pricing labels removed.

Ship returns to: Mitchell Proffitt, 5644 Doolittle Road, Jacksonville, FL 32254.

### **BACK ORDERS**

Items out of stock will not be back-ordered unless specified on orders.

#### **FAX or EMAIL Orders.**

We are open from 9 AM to 5 PM EST, Monday through Friday.

Fax (904) 783-3198

Email: [customer\\_service@mitchellproffitt.com](mailto:customer_service@mitchellproffitt.com)

**5644 Doolittle Road, Jacksonville, FL 32254**

**(904) 783-3177 • (800) 878-6404 • Fax: (904) 783-3198**

**[www.MitchellProffitt.com](http://www.MitchellProffitt.com)**