



Serving Houston Since 1950
www.cityofficesupply.com
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CREDIT TERMS

- TERMS:** Invoices are due Net 30 days from invoice date on commercial accounts; otherwise, C.O.D. or major credit card terms apply.
- INVOICES** The original invoice is always presented at the time of purchase or delivery (in packing list envelope). The original invoice may be held and mailed upon special request from customer. We require a \$5.00 merchandise minimum purchase on orders for handling purposes.
- STATEMENTS:** Statements are mailed/faxed/mailed on the first of each month as a courtesy to our customers with accounts to provide them a summary of each month's activity.
- DELIVERY:** We offer many options, some at no charge, if you qualify. Call for details.
- RETURNS:** Returns must be made within 15 days of purchase and complete merchandise must be in original package. Please have invoice number at time of credit request. Returns of special order, custom made or assembled merchandise and some dated goods is generally not allowed or will be handled on an individual order basis with restocking fees and applicable freight charges. *Claims for shortages must be made within 24hrs.
- CUSTOM OR QUICK PRINTING:** On new accounts, credit will be extended or requirements for deposit will be established on an individual order basis.
- FURNITURE & MACHINES:** Large quantity furniture and machine sales may require a security agreement and/or UCC-1 form.
- SPECIAL ORDERS:** Credit will be extended or requirements for deposit will be established on an individual order basis.

If you have any questions regarding the above, please call our Credit Department at
(713) 644-5371