

INSTRUCTIONS

HOW TO PLACE AN ORDER OFF-LINE

- 01** Use this **Purchase Order** form to fill in your order details. If you are unable to use this file format, email your full name, address, phone number, items with description, and quantities you would like to purchase.
- 02** Submit your completed purchase order to us by email at sales@thesurfaceagent.com. Off-line orders are processed Monday-Thursday within 48 hours, orders received on Fridays will be processed the following Monday. We will contact you if your order does not meet minimum requirements.
- 03** Once your invoice is ready for payment, you will be sent instructions for submitting your payment by either Wire Transfer, Cheque, or Cash deposit. Orders are not processed without receipt of full payment.
- 04** Look out for order notifications and shipment updates to know when your order is ready for Customs Clearance and/or Pick-up at our Showroom location.



PURCHASE ORDER

FROM	SHIP TO	ORDER DATE	___ / ___ / 2024
Name:	Name:		
Company:	Company:		
Address:	Address:		
Phone:	Phone:		
Email:	Email:		

QTY	DESCRIPTION	COLOUR	SUBTOTAL
20	Solid Shiny Spandex (wholesale order)	Marine	20

TERMS & CONDITIONS

Orders cannot be confirmed without receipt of full payment
Submit your completed form to sales@thesurfaceagent.com



THE SURFACE AGENT

INVOICE: 00000
ISSUE DATE: 00/00/2024
DUE DATE: 00/00/2024
CUSTOMER PO: 00123
SALES ORDER: 01234

BILL TO

Buyer Name Here
Designs by You, Ltd.
123 Street Address
St.George's, GD
your_email@email.com
123-456-7890

SHIP TO (if different)

Recipient Name Here
Designs by You, Ltd.
123 Street Address
St.George's, GD
their_email@email.com
123-789-4560

Name	Company	Payment Method	Ship Method/Terms
Buyer Name	Designs by You, Ltd	Wire Transfer	Air / Prepaid

ITEM	DESCRIPTION	COLOUR	QTY	UNIT PRICE	SUBTOTAL
1. Solid Spandex	Shiny Solid Spandex	Blaze	10	\$30.00	\$300.00
2. Printed Spandex	Matte Printed Spandex	Dive	10	\$46.00	\$460.00
3. Printed Spandex	Matte Printed Spandex	Inferno	10	\$46.00	\$460.00
4. Foiled Spandex	Solid Foil Spandex	Lazer	10	\$44.00	\$440.00
5. Foiled Spandex	Pattern Foil Spandex	Lagoon	10	\$54.00	\$540.00

No. of Pcs	50
Subtotal	\$2,200.00
Shipping	Prepaid
VAT	\$0.00
TOTAL	\$2,200.00
Credits	\$0.00
BALANCE DUE	\$2,200.00

Orders are not processed until full payment is received.

- CLAIMS** - Goods must be counted upon receipt. All claims or demands of defective, missing, or damaged merchandise must be made in writing by email within 3 days of receipt. Failure to give such notice shall constitute unqualified acceptance and waiver of all such claims by the customer. Any errors in price must be reported within 24 hours of receiving your order confirmation.
- DELIVERY** - Customs Duties & VAT are not included in the final sales price and are the sole responsibility of the customer at delivery. Unless otherwise agreed in writing by The Surface Agent, delivery shall take place at The Surface Agent Showroom location at Maurice Bishop Memorial Highway, St.George's, Grenada.
- TESTING OF GOODS** - It is the buyer's responsibility to test and sample the goods received before cutting or altering to meet specific requirements, performance standards, or applications especially for color-fastness, shrinkage, sewability, stretch, weight/yield, and general appearance.
- CASUALTIES** - Goods delivered throughout common carriers are at the risk of the customer. In no event shall The Surface Agent be liable for lost or stolen items, delayed deliveries, damages for breach of contract by the customer, or other consequential, or contingent losses. The Surface Agent shall not be liable for any non-delivery of goods marked as "delivered" unless the customer supplies written notice of the non-delivery within 3 days of the date the goods were received.
- WARRANTIES** - The Surface Agent makes no warranty, either express or implied, of merchantability or of fitness of goods for any specific purpose unless expressly specified.
- PAYMENT** - Payments are due within the time period specified on this invoice. Upon failure of the customer to make timely payments, the customer agrees to pay any and all cost of collection and litigation, including but not limited to Attorney fees and applied interest at the rate of 10% per month.
- JURISDICTION** - The laws of Grenada, Carriacou & Petite Martinique have jurisdiction over any claim that arises from this transaction. Any dispute that arises from this transaction shall be governed by the laws of Grenada, Carriacou & Petite Martinique.

NO RETURNS will be accepted or allowances made AFTER goods have been cut or altered in any form

***** NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION *****

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