Terms and Conditions

Order Information – The minimum order for domestic customers is $500.00 for each shipping location. All first time orders below $750.00 must be prepaid or charged to a credit card. Please be certain to specify quantity, item number and price to insure prompt and accurate shipment. A surcharge to process orders below the minimum is not available.

Dimensions & Styling – Picture dimensions are rounded to the nearest inch and include the frame. Pictures are available only with the frame and mat(s) shown. Custom styling is available for quantities of ten or more of the same item. Please contact us for details.

Lead Time – Typically four to six weeks from receipt of order and approved credit terms. Every effort is made to ship each order complete. Items that are out of stock must be reordered on a future order meeting the minimum amount.

Credit Terms – Please complete the credit terms information on this order form to insure prompt processing of your order. The following credit terms are available.

Open Account – If you would like to open an account, our terms are Net 30. Please complete the Accessories By Sherwood credit application. If you would like to send your own credit information sheet, please fill in any missing information on our application, sign it and mail or fax both to us. We cannot open an account without a signed credit application.

Credit Card – Many new customers prefer to use Visa, American Express, MasterCard or Discover for their first order. This enables us to process your order without waiting for credit verification. If you would like to charge your order, please call us for our credit card authorization form. Your credit card will not be charged until the order is ready to ship.

Payment in Advance – Please send a check or money order for the amount of the order. You will be responsible for shipping charges to be paid directly to the freight company upon delivery.

Freight and Terms – Shipments are sent via common carrier and billed through us unless the order terms are payment in advance or other arrangements have been made. This allows us to pass along a 60% or greater freight discount savings. Freight is based on a mixture of product (i.e. art, mirrors, décor). Freight programs "may" not apply if orders are 100% décor items due to a higher classification. Our freight programs only apply on our chosen carriers.

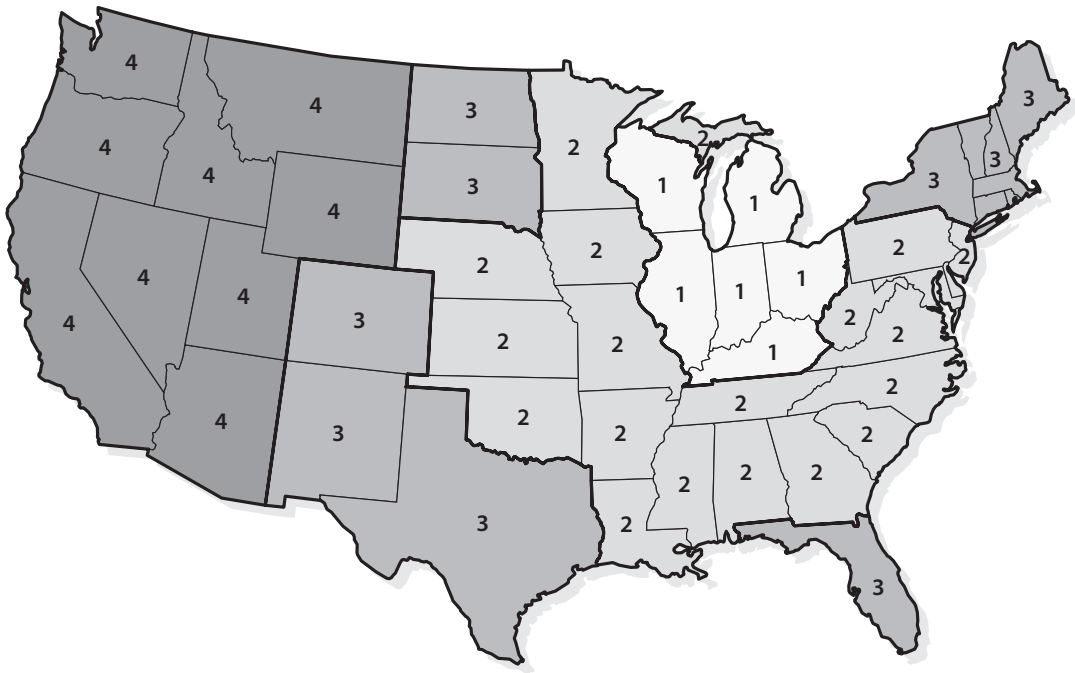
Shipment Inspection – Noting any damage or discrepancies on the freight Bill of Lading at time of delivery will assure your claim will be processed with a minimal amount of effort on your part. Freight companies dictate we must report noted or concealed damages and shortages within 48 hours. We will then process the claims and discuss with you how best to proceed.

Freight Program

Freight Program – Our freight is FOB Elkhart, Indiana, except for the following:

Zone	Less than $1000 Order	$1,000+ Orders	$2,000+ Orders
1	60% discount	7% cap	5% cap
2	60% discount	9% cap	6% cap
3	60% discount	10% cap	7% cap
4	60% discount	12% cap	8% cap

No freight programs for Islands (I.E.: Florida Keys, Ellis Island, and other poorly accessible area's where Freight costs may be excessively high). Freight discount does NOT cover any additional charges. Invoices must be paid within terms.

Freight Program Restrictions – We do not accept COD orders. Accessories By Sherwood is NOT responsible for any additional freight charges, (i.e. inside deliveries, delivery appointments, lift gate service etc.) Orders must be shipped to a business address, and may be refused if a home address it given. Freight companies charge an additional residential fee.

Back-Orders freight policy – As much as we try to eliminate back orders, some do occur. Our reduced freight programs apply only to the initial shipment. Back orders of 25% or less, if not canceled, will ship FOB Elkhart, Indiana. (This means you pay the freight.)