

# Terms of Sale

Revised 4/22/ 2022

1. Payment Terms:
  - a. Payment terms for customers without established credit are prepayment before the order ships.
  - b. Monthly payment terms may be established on a case by case basis... Please, see terms below.
  - c. SD Labels accepts payments via US domestic bank checks, credit cards (VISA or MasterCard) or wire transfers. An administration fee is charged for international and domestic wire transfers. Payments made via wire transfer must arrive in-full without deductions by the customer's home country bank or US transfer agent. If customer pays by TT directly from their bank to SD Labels' bank, without deductions, the fee can be waived. Customer must provide a copy of the transfer application or bank receipt.
2. Prices:
  - a. Unless otherwise agreed, all prices are quoted as EXW Artco factory location. Any shipping costs incurred by SD Labels will be added to the customer's invoice.
  - b. Unless otherwise agreed, all prices are quoted exclusive of duties or other taxes. Any duties or other taxes paid by SD Labels are additional and will be added to the customer's invoice.
3. Shipping Schedules:
  - a. Stated production lead times and future ship dates are estimates only and subject to best efforts.
  - b. SD Labels is not liable for any losses that may result from estimated schedule delays.
4. Custom Made-to-Order:
  - a. Custom orders must have customer approval of artwork proofs or actual product samples.
  - b. Scheduled ship dates cannot be confirmed until the proof or sample is approved
5. Product Sample Requests:
  - a. SD Labels may provide reasonable samples of in-stock products up to 20 pieces per item.
  - b. Samples are provided on an "as available" basis. Samples for make-to-order products, such as care labels or heat transfers, will be offered from available stock and may not indicate the requested care instructions, sizes, fabric content, country of origin, etc.
  - c. All shipping costs for sample requests are the customer's responsibly.
6. Cancellations & Returns:
  - a. Confirmed orders may be cancelled with terms that compensate SD Labels against any loss.
  - b. If Cancellation is for a Custom Made-to-Order product, production will be stopped and customer is responsible for all costs up to production stoppage. If any product has been produced, customer must notify SD Labels if product is to be shipped or destroyed.
  - c. Returns may be accepted only for inventoried items with terms that compensate SD Labels against loss.
7. Liability:
  - a. **In all cases, SD Labels' total liability is limited to the order value.**

## **SD Labels International Monthly Payment Terms (with approved credit):**

1. INTERNATIONAL MONTHLY PAYMENT TERMS FOR APPROVED CUSTOMERS...
  - MONTHLY PAYMENT TO OCCUR ON THE SAME DATE EACH MONTH...
  - CUSTOMER MUST PAY ALL OUTSTANDING INVOICES IN FULL EACH MONTH...
  - CUSTOMERS WISHING THESE TERMS SHOULD COMPLETE THE ARTCO CREDIT APPLICATION FORM AND SEND WITH COMPLETE COMPANY CONTACT INFORMATION AND VERIFIABLE CREDIT REFERENCES VIA FAX OR EMAIL TO:  
ARTCO GLOBAL GROUP  
4902 CARLISLE PIKE #348  
MECHANICSBURG, PA 17050  
USA  
PHONE: 717-763-8091 - FAX TO: 484-229-0099  
EMAIL TO: [ACCOUNTING@ARTCOGLOBAL.COM](mailto:ACCOUNTING@ARTCOGLOBAL.COM)
2. ANY INVOICE OVER 30 DAYS PAST DUE IS SUBJECT TO A 2% LATE FEE PER MONTH...
  - LATE-PAY CUSTOMERS MAY BE SUBJECT TO PRODUCT HOLDS UNTIL ALL OUTSTANDING INVOICES ARE PAYED IN FULL
  - REPEAT LATE-PAY CUSTOMERS WILL BE PLACED ON A PAY-BEFORE-SHIP BASIS