

## Web Ordering

### 1. Ordering Minimum – Dollar Minimum

Due to the sheer volume of items offered for sale and the custom nature of our product lines, we do require the following order minimums:

- \$15.00 minimum per item ordered (i.e. Item costing \$2.50 – must order Qty 6, Item costing \$5.00 – must order Qty 3).
- Minimum Web Order - \$100.00  
A lower minimum is required on web orders because of the speed with which we can process them.
- Minimum Phone or Fax Order - \$150.00.  
Since we are manufacturers and not designers, we are unable to provide interior design services. We will, of course, be more than happy to assist you with product and application questions.

### 2. Quantity Minimum – Wood Shop – Catalog #127

- When ordering from Catalog #127, there is a minimum quantity requirement of 2 per item ordered. With a product offering of nearly 900 items/sizes, all items are made on a per order custom basis.

### 3. Shipping Charges

Shipping Charges for items shipped via United Parcel Service

- Orders up to \$200.00 - \$15.00 S&H
- Orders from \$201.00 to \$350.00 \$20.00 S&H
- Orders from \$351.00 to \$500.00 \$25.00 S&H

**(IMPORTANT:** Some items in the above price ranges will be too heavy or large to ship via UPS and will have to ship via common carrier (truck). In these situations we will contact you prior to order processing to advise as to additional shipping charges).

### 4. Order Delivery Schedule

Most of our 16,000 item product offerings are made to order, with delivery times normally ranging from 2 weeks to 8 weeks depending on product. We do offer a quick ship option on some products, particularly ceiling medallions and corbels, so please feel free to contact us regarding specific availability.