



1410 - 39th Street North  
Lethbridge, Alberta, Canada T1H 5M8  
TF: 1.888.678.2060 F: (403) 327.7789  
info@comfortekoutlet.com | www.comfortekoutlet.com

## PURCHASE ORDER

**Bill TO:**

**Ship TO:**  
Please provide 2 contacts for delivery email / phone #'s

Product SKU#	Quantity	Unit Price	Total
Shipping: 4 - 6 weeks (Depending on your "Shipping Zone")			Subtotal
Full payment is required PRIOR to shipment.			<b>Shipping</b>
			<b>TOTAL</b>

**Authorized by:**

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Position)

I have read and understood the Terms & Conditions / "Things to know" document.

**Thank you for your order!**



1410 - 39th Street North  
Lethbridge, Alberta, Canada T1H 5M8  
TF: 1.888.678.2060 F: (403) 327.7789  
info@comfortekoutlet.com | www.comfortekoutlet.com

## COMFORTEK OUTLET ADDITIONAL TERMS AND CONDITIONS

- 1. ACCEPTANCE.** This order is subject to and becomes binding only on written acceptance by Manufacturer at Lethbridge, Alberta. If the order is not accepted, the down payment will be promptly returned to Purchaser.
- 2. TITLE.** Title to all furniture shall pass from the manufacturer to the purchaser (a) upon delivery to purchaser or (b) at the plants' shipping dock when goods are picked up by a purchaser's agent/ carrier at which point risk of loss or damage shall be upon the purchaser.
- 3. TERMS.** Payment terms are 40% down with custom orders and balance prior to shipment on all orders. Purchaser also agrees to pay interest at the rate of 1½% per month on amounts not paid when due until date paid.
- 4. TAXES.** Prices as noted to not include any & all taxes payable. Purchaser takes responsibility and agrees to pay all taxes (local, state and federal) payable by law with respect to this transaction, unless such taxes are expressly included in the price as quoted.
- 5. DELAYED SHIPMENTS / STORAGE COSTS.** ComforTek Outlet is not responsible to provide storage for completed orders. Note: Upon receipt of this order, ComforTek Outlet will make every effort to ensure that the chairs are ready for delivery on the estimated ship week, noted on the confirmation paperwork. Once the production cycle has commenced there is limited ability to delay the manufacturing process; therefore, upon the completion of the order a delivery appointment will be scheduled. In the event that temporary storage of chairs is required by the organization, all chairs will arrive wrapped in cardboard and individual stacks of chairs are bagged in plastic. Should a situation arise where ComforTek Outlet is required to coordinate offsite storage, it reserves the right to charge a storage fee of \$0.75/chair/week.
- 6. UPHOLSTERY.** Upholstery fabrics are dyed by the fabric manufacturer at the mill toward the master color that is shown on the swatch cards and samples. Each dye lot is slightly different from each other. This difference shall not constitute reason for rejection by Purchaser of the upholstery fabric.
- 7. FRAME FINISHES.** Powder paint is formulated by the powder manufacturer toward the master color that is shown on the paint chips. Slight variances in the final frame finish (especially the two-tone powders) should be expected, these variances shall not constitute reason for rejection by the Purchaser.
- 8. DELIVERY.** Manufacturer shall not be liable for delays in delivery of furniture caused by fire, strikes or from causes beyond its control. Manufacturer requires a minimum 4-6 weeks after completion of chair for stocking product and 12-14 weeks after completion of details for non-stocking product. Manufacturer shall not be responsible to deliver and/or install chairs for a specified date unless a written request is received and accepted by the Manufacturer.
- 9. INSTALLATION.** Unless otherwise agreed, all shipping quotes include bulk tailgate delivery service only. Upon arrival of the carrier, the Purchaser agrees to provide the labor required to unload the carrier, down stack the chairs, remove all packaging materials and to place the chairs inside the facility. All packaging materials are to be disposed of by the Purchaser. Under no conditions are packaging materials to be left with the carrier/driver. Additional services such as lift gate, driver assistance, etc. will be billed to the purchaser in the amount that the carrier charges.
- 10. SAFETY RESPONSIBILITY.** Purchaser accepts responsibility for the safety of all persons except Manufacturer's employees. Purchaser shall also defend and save Manufacturer harmless from all claims from persons other than Manufacturer's employees who are injured on the premises where delivery and/or installation is performed.
- 11. GOVERNMENTAL REGULATIONS.** Compliance with all government laws, codes and regulations, including building and fire codes applicable to this purchase, shall be the responsibility of the Purchaser.
- 12. CANCELLATION.** If manufacturer honors request of Purchaser to cancel an order, the Manufacturer shall be reimbursed by the Purchaser for all related costs incurred. For product of a custom nature, a 25% restocking fee will apply.
- 13. ENTIRE AGREEMENT.** The written contract resulting from the acceptance of this order contains all terms applicable to this transaction and accordingly, all previous representations and statements, whether verbal or written, shall be deemed to be superseded.

ORDERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_

Project Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

## Things to Know

### Thank you!

Thank you for your recent order of chairs/tables. We appreciate so much the support you have extended to us. We trust that the tables/chairs selected will serve you well for many years.

### How will the chairs arrive? How are chairs packaged?

- To assist in keeping delivery costs at the absolute minimum, all chairs are stacked and packaged for bulk delivery. Each stack of chairs is individually wrapped and packaged to ensure its arrival in good condition at your auditorium.
- Chairs are delivered by a semi-transport truck with multiple combined deliveries. In most cases, each truck is loaded with 900 – 1100 chairs (the number varies with each chair model).



### How many volunteers should be available to unload chairs?

- Remember that chairs are packaged in bulk and 6 – 8 feet high. Depending on the chair and some chairs weight as much as 22 lbs. Lifting the top chair off of a stack of chairs requires an “able bodied individual”.
- It would be advisable to have as many volunteers available as possible. Many hands make awkward work enjoyable. From our experience, for orders of 200 or less, a group of 8-12 make the task manageable in a relatively short period of time....for orders of 300 - 600, a group of 18 - 20 is not too many to have available. Your assistance ensuring that volunteers are ready to unload the chairs promptly when the truck arrives is appreciated
- Please advise the trucker as to the location for him/her to park. You should direct him/her to a location that is as close as possible to the widest door of your facility.
- Any and all wrapping materials (cardboard, plastic, straps, metal bands) used in the packaging and delivery of your chairs, are your responsibility to remove and to cleanup. Under no circumstances are these materials to be left or put into the transport carrier. We encourage you to recycle all materials.
- **A minimum of 1 Dolly is strongly recommended for every chair order.**

### Carrier Responsibilities:

- The trucker will advise /provide the primary contact person with the paper work in support of this order. Following the unloading, he will be requiring the signature of the primary contact person (or representative) indicating that the appropriate number of chairs have been delivered and unloaded.
- The driver will remove all securing straps in the trailer.
- About the truck driver:
  - Drivers do their very best to keep on schedule. They value the time that volunteers have given to unloading the chairs.....thus they will do everything they can to meet their commitment to you. Having said that however, road conditions, vehicle breakdowns, and other delays are part of their everyday life. We ask for your understanding should any of these factors cause a driver to be late or to request a rescheduled appointment. It is not our intent to aggravate anyone, but we also do know that outside factors do influence our response and respect of others. Your assistance is so much appreciated in this regard!

**Drivers are not paid to unload chairs.** Inside delivery, driver assistance, limited access and lift gate are not included in pricing. If required additional charges will apply.