

Terms & Conditions



Payment Terms

- A credit line can be established by completing the Customer Credit Application. Please see the New Customer Instructions located in this catalog.
- Upon credit approval, terms are net 30 days from the date of invoice.
- No shipments will be made to accounts that are fifteen (15) days past due or over their credit limit.
- VISA, MasterCard, and American Express, PayPal, Debit Cards with Visa or MasterCard Logos, Google Checkout, and Corporate Purchase cards are accepted at the TIME OF ORDER ONLY.
- Remittance address: 123 InkFast, Inc. 824 S.Main St. Suite 207 Crystal Lake, IL 60014
- We do not accept COD orders.

Freight Policy

- Orders will be billed a Flat Rate of \$4.99 for Orders Under \$45.00
- All in stock orders entered and cleared by our credit department by 3:00 PM CST will ship same day.

Order Cancellations

- Orders are processed immediately for Next Day or 2 day or delivery. Because of this, changes cannot be made and orders cannot be cancelled.
- If an order ships that you want to cancel, refuse the order upon delivery.

Product Returns

- Credit will not be given until the product in question has been received back by 123 InkFast.
- All returns must be sent back freight prepaid, unless a prepaid label is provided.
- Any returns that are sent back freight collect will be refused.
- Short shipments and wrong item shipments must be reported to 123 InkFast within 5 days of receipt.
- Requests for returns resulting from 123 InkFast errors must be made within 5 days of receipt.
- Product that is returned without an associated RA, and returned product that was not originally purchased from us will be returned to you at your expense.
- All orders placed for non-stocking items cannot be refused, cancelled, or returned.
- If product is returned without an approved RA, product is returned that was not purchased from 123 InkFast, or empty cartridges are returned, you will be notified and have one week to respond or product will be disposed of and no credits will be issued. You may also request the product is shipped back to you at your expense (\$10).

Non-Defective Product Returns

- All stocking, non-defective returns will be subject to a 15% restocking fee, a 20% restocking fee after 30 days and is non-returnable after 90 days.
- Any non-defective return received that is not 100% resalable (with all original packaging, all parts, instructions, and labels) will be returned to you at your expense. Please do not write the RA number or stick labels on the original packaging, as that will make it non-resalable.
- All non-defective non-stocking items are non-returnable.

Products Damaged In Transit

- To receive a credit for product damaged in transit, the product must be signed for as damaged and the damage must be reported to 123 InkFast within 5 days of receipt of the product. The product must be returned in its original exterior carton.
- If the preceding conditions are not met a credit cannot be issued.

Defective Product Returns

- All claims of defective OEM product must be made within 90 days of invoice date.
- All OEM defective products must be sent returned freight prepaid.
- All defective returns will be inspected and toner cartridges will be weighed. Product that is found to be non-defective or used will not be credited.
- Such product will be returned to you at your expense.
- All defective product must be returned in its original packaging.
- All defective non-stocking items can be returned within 20 days of invoice date with a letter from a certified technician confirming defect.

Published Information

- 123 InkFast reserves the right to update prices, product specifications, and policies without prior notice.

To Establish a Net 30 Day Terms Customer Account

What we need from you:

1. A completed and signed Customer Credit Application.
2. A copy of your tax exemption certificate and a completed and signed sales tax exemption certificate that has been provided.
3. Fax the completed Customer Credit Application and a tax documents to: **1-815-356-2795**.

If you plan to use a credit card while your 30 day terms are being reviewed, please complete the Credit Card Authorization form.

What you can expect:

1. 123 InkFast will fax an acknowledgement that we have received your completed Customer Credit Application. If the application is incomplete, the fax will highlight the areas that need to be completed.
2. 123 InkFast will process the Customer Credit Application within 3 days of receipt of a completed Application, assuming your bank and trade references respond to our requests. If we are unable to obtain this information, we will contact you for assistance.
3. Your order will ship upon completion of the credit application process.
4. Requests for credit limits in excess of \$3,000 may require additional information. If more information is needed, we will contact you with the request. This process may take more than three days.

To Establish a Credit Card Customer Account

What we need from you:

1. A completed and signed Credit Card Authorization. Providing this information will allow us to properly set up your account and process future credit card orders expeditiously..
2. Fax the completed Credit Card Authorization and tax documents to: 1-815-356-2795.

What you can expect:

1. 123 InkFast will fax an acknowledgement that we have received your completed Credit Card Authorization. If the authorization is incomplete, a fax will be sent to you highlighting the areas that need to be completed.
2. Your credit card order (for in-stock product) that has been authorized by the card issuer will ship the same day, if the process is complete prior to 3:00 PM CST.



Customer Credit Application

Please fill out completely and sign to establish **Net 30 Day Terms**

Desired Credit Limit \$ _____
Company Name _____
D/B/A _____

Years in Business _____
Dunn & Bradstreet # _____
Annual Sales \$ _____

Bill to Address _____

Net Worth \$ _____
Number of Employees _____

Owner(s)/President _____

Federal Tax ID # _____

Accts. Payable Contact _____

Please attach reseller's certificate

AP Phone/Fax Number _____
AP E-mail Address _____
Banking Institution _____
Acct. Numbers _____
Contact _____
Phone Number _____
Fax Number _____

Company Structure

Sole Proprietorship _____ Corporation (State _____)
LLC _____ Partnership _____

Trade References

Industry Reference # 1

Industry Reference # 2

Industry Reference # 3

Account Number

Account Number

Account Number

Annual Purchases
\$ _____

Annual Purchases
\$ _____

Annual Purchases
\$ _____

Phone No. Fax No.

Phone No. Fax No.

Phone No. Fax No.

Contact

Contact

Contact

I authorize the release of the above information to 123 InkFast for credit purposes only. In order for 123 InkFast to grant me credit, I give permission for my credit to be checked as required for that purpose. Credit terms are net thirty (30) days from the date of invoice. If my account is referred for collection, I agree to pay all billing and collection costs and a reasonable attorney's fee. By signing this application I agree that all information provided is true and that I fully understand 123 InkFast's terms and conditions policy..

Print Officer's Name _____ Officer's Signature _____

Officer's Title _____ Date _____

Phone: **(800) 343-4856**

Fax: **(815) 356-2795**



Tax Exemption Certificate

Issued to (Seller)
123 InkFast

Address:
**824 S.Main St.
Crystal Lake, IL 60014**

I certify that _____ is engaged as a registered _____
Name of Firm (Buyer) _____ Wholesaler
_____ Retailer
_____ Manufacturer
_____ Lessor
_____ Other (specify)
Street Address or P.O. Box No
City State Zip

and is registered with the below listed states and cities within which your firm would deliver purchases to us and that any such purchases are for wholesale, resale, ingredients or components of a new product to be resold, leased, or rented in the normal course of our business. We are in the business of wholesaling, retailing, manufacturing, leasing (renting) the following:

City or State	State Registration or I.D Number	City or State	State Registration or I.D Number
_____	_____	_____	_____
City or State	State Registration or I.D Number	City or State	State Registration or I.D Number
_____	_____	_____	_____
City or State	State Registration or I.D Number	City or State	State Registration or I.D Number
_____	_____	_____	_____

I further certify that if any property so purchased tax free is used or consumed by the firm as to make it subject to a sales or use tax, we will pay the tax due direct to the proper taxing authority when state law so provides or inform the seller for added tax billing. This certificate shall be part of each order which we may hereafter give to you, unless otherwise specified, and shall be valid until cancelled by us in writing or revoked by the city or state.
General description of products to be purchased from the seller:

_____ I declare under the penalties of false statement that this certificate has been examined by me and to the best of my knowledge and belief is a true, correct and complete certificate.

Authorized Signature _____ Title _____ Date _____
(Owner, Partner, or Corporate Officer)