Thank you for your interest in Salsbury Industries. Please contact our customer service department with any questions or visit our website at mailboxes.com.

ORDERING OPTIONS

Internet
Visit our website at mailboxes.com and order online 24 hours a day. Our online ordering system is secured to protect confidential information. Include your credit card number or purchase order number (subject to credit approval).

Chat
Online chat is available between 6:00 am and 5:00 pm PST Monday through Friday. Our trained and knowledgeable customer service representatives are ready to assist you.

Phone
Call 1-800-624-5269 (international: 1-323-846-6700) between 6:00 am and 5:00 pm PST Monday through Friday. Our trained and knowledgeable customer service representatives are ready to assist you.

Fax
Complete the adjacent order form and fax it (24 hours a day) to 1-800-624-5299 (international: 1-323-846-6800). Include your credit card number or purchase order number (subject to credit approval).

Mail
Complete the adjacent order form and mail it to:
Salsbury Industries, 18300 Central Avenue, Carson, CA 90746-4008.
Include check, credit card number or purchase order number (subject to credit approval).

EDI
(Electronic Data Interchange) Salsbury Industries is a trading partner with various government agencies and corporate entities. Contact our accounting department for further information.

TERMS & CONDITIONS

Prices: Prices are subject to change without notice and do not include applicable taxes. All prices are in U.S. dollars. Minimum order amount is $25.00.

Payment: Payment must be included with orders from new customers and with custom orders. If a minimum 50% deposit is received (custom orders require full payment in advance), the balance is due prior to shipping. Purchase orders are accepted from institutions, government agencies and companies with a satisfactory Dun and Bradstreet rating. All credit orders are due 30 days from the date of invoice (net 30). All major credit cards are accepted. PayPal is accepted for online orders only.

Shipping: All prices are Freight on Board (FOB) factory. Freight charges will be prepaid, collect or prepaid and added to the invoice (upon approved credit). Most products are in inventory and ship within 24 to 48 hours after receipt of an order. Large and/or custom orders vary in shipping times and may be drop shipped from separate locations. Specific shipping dates cannot be guaranteed. Next Day Air, 2nd Day Air and expedited deliveries are available upon request. Rates are dependent upon weight, size, destination and products ordered – contact us for a freight charge quotation. Should an order exceed size and/or weight limitations, motor freight will be used. Freight delivery is curb side. Inside delivery and lift gate service can be arranged for an additional charge. If an order is shipped outside the U.S., it may be subject to VAT, import duties and/or taxes which are levied once an order reaches its final destination. When necessary, equipment is boxed and stretch wrapped to pallets. When delivered to the transportation company, shipments become the property of the purchaser. Before acceptance, the extent of any damage should be noted on the bill of lading.

Materials: Descriptions and specifications contained in the published literature were in effect at the time the publication was approved for printing. Salsbury Industries reserves the right to discontinue products at any time or change specifications and/or designs without notice and without incurring liability. Listed weights are approximate shipping weights.

Installation: Most products are shipped assembled and are ready for installation. Framing materials and fasteners shall be furnished by the customer or contractor. When products are for U.S.P.S. access, consult with your local postal authorities regarding local approval and current installation requirements.

Quotations: Individual quotations are valid for ninety (90) days. Salsbury Industries reserves the right to alter a quotation at any time and for any reason. Salsbury Industries will not be held responsible for any discrepancies overlooked during the customer’s review process. Salsbury Industries also reserves the right to decline an order, in whole or in part, for any reason.

Dealers: Dealers are independent contractors whose relationship with Salsbury Industries is that of a customer.

Returns: Returned goods will not be accepted without a returned goods authorization (RGA) number from Salsbury Industries and must be shipped freight prepaid to Salsbury Industries, 1010 East 62nd Street, Los Angeles, CA 90001-1598. Products must be returned in their original shipping cartons within fifteen (15) days of receipt and are subject to a 25% restocking charge. Custom orders and orders with options cannot be cancelled and will not be accepted for return, exchange or refund.

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Warranty: Salsbury Industries provides a three (3) year limited warranty to the original purchaser. This three (3) year limited warranty is extended to five (5) years for the 3300 series Cluster Box Units (CBU’s), Regency® CBU’s and the 3400, 3700, 3800 and 3900 series 4C horizontal mailboxes. Salsbury Industries warranties cover defects in material and workmanship if reported in writing to Salsbury Industries within three (3) years (five (5) years for CBUS and 4C horizontal mailboxes) of the delivery date. This warranty is limited to the cost of the products and does not include installation costs, expedited shipping costs, transportation costs, damage due to adverse weather conditions, misuse or alterations by the customer. Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages; as such this limitation and exclusion may not apply to you. Salsbury Industries, at its option, may replace or repair defective products. Returned goods will not be accepted without a returned goods authorization (RGA) number from Salsbury Industries and must be shipped freight prepaid to Salsbury Industries, 1010 East 62nd Street, Los Angeles, CA 90001-1598.
**Order Form**

Have you ordered from us before?  
☐ No  ☐ Yes  

customer number if available

Visit us at mailboxes.com for online ordering, volume discounts and web specials

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**ORDERED BY:**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Order number if available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordered by</td>
<td>__________________________</td>
</tr>
<tr>
<td>Billing Address</td>
<td>City State Zip Phone Fax E-mail Date P.O. #</td>
</tr>
</tbody>
</table>

**SHIP TO:** (only if different than “ORDERED BY”)

<table>
<thead>
<tr>
<th>Organization</th>
<th>Attention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City State Zip Phone</td>
</tr>
<tr>
<td>Shipping Instructions</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

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**QUANTITY** | **MODEL NUMBER** | **DESCRIPTION** (provide color, options or specifications when required) | **UNIT PRICE** | **PRICE**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |

**METHOD OF PAYMENT**

☐ Check or Money Order Enclosed

☐ Net 30 Days (upon approved credit)

☐ Credit Card

☐ VISA 16 digits

☐ MASTERCARD 16 digits

☐ AMERICAN EXPRESS 15 digits

☐ DISCOVER 16 digits

**SHIPPING**

☑ Best Available

☐ Other __________________________

☐ Shipping Method

☐ Prepaid (payment enclosed)

☐ Collect

☐ Prepay and add to invoice (upon approved credit)

Subtotal $  
Sales Tax (add local tax if for CA or OH delivery) $  
Shipping and handling $  
Total Amount $  
Amount Enclosed $  

Cardholder (please print) __________________________

Expiration Date /  
CVV

Authorized Signature __________________________

2019