
XYZ CO. WHOLESALE BUYERS TERM SHEET

CONTACT US:

Monday-Friday, 8am to 5pm (MST)
Toll Free XXX-XXX-XXXX
Office XXX-XXX-XXXX
Fax XXX-XXX-XXXX
Email: email@website.com
Website: website.com

EXAMPLE ONLY:

The information provided here is for educational purposes only. You need to evaluate your company's needs and abilities and apply them when preparing your Terms.

Some companies combine their order form and price sheet with their term sheet which can be convenient for both your buyers and you.

Want more ideas? Do an internet search on and see what is out there specific to your type of business or product.

MINIMUM ORDER:

\$75.00 - When placing wholesale orders, please provide your TAX ID #/Business Resale Number. Orders cannot be filled until we receive this information.

PAYMENT:

We accept Checks, Visa, Mastercard, and Discover. Payment must be received in full prior to shipping unless prior arrangements have been made.

SHIPPING:

Most orders are shipped within two days of receipt. For custom and bulk orders, please allow up to two weeks for production and shipping. We ship via USPS and UPS depending on the order size. Ground service will be used unless specified otherwise with additional charges being the responsibility of the customer.

Shipping is free for Montana customers with a minimum order of a \$100.00.

PRICES:

Wholesalers are eligible for pricing from our wholesale pricing rate sheet.

EXCHANGES & RETURNS:

We hope you are satisfied with every XYZ Co. purchase you make. We believe strongly in our products and their quality. If you are not pleased with your purchase, you may seek a return or a replacement.

Return Address: XYZ Co., 1234 Address, City, MT 12345

For your protection and to ensure prompt delivery, we recommend that you send your return via USPS Priority Mail. We're sorry, return shipping fees are not reimbursable.

Please include the following information with your return - indicate whether you want a refund (only if original receipt is included and the product was purchased within the last 60 days) or replacement, the reason for the return, a description of the item you are returning, and its price. No returns for items three months before expiration date.

Your return will be processed promptly upon its arrival and all exchanges will be shipped via USPS Priority Mail or UPS ground shipping. Processing and transit time for exchange packages is usually 7-10 business days from the time your exchange request is received at our location. Business days are Monday-Friday, excluding federal holidays within the United States.

Damaged Items or Our Error - When your order arrives, please inspect the package for any damage that may have occurred during shipment. It is normal for the box to show some wear, however, if damage occurred to the item(s) in your shipment or the order is incorrect, please contact us immediately Monday - Friday 9 AM – 5 pm MST, Toll Free XXX-XXX-XXXX, or email us any time at email@website.com.

Please provide the order number along with your email address and phone number for fastest service. To assure prompt resolution, please retain the shipping box, packing materials and the damaged items for inspection by the carrier. Regardless, we'll promptly schedule return arrangements with you.

We do not give refunds, credits, or exchanges for our website's Featured Specials, Outlet items, discontinued items, or items purchased through unauthorized resellers or online auctions. Prepackaged gifts and kits are assembled individually and may vary slightly. XYZ Co. reserves the right to substitute a product of equal value and nature if the original product becomes unavailable. XYZ Co. reserves the right to refuse returns for an unreasonable quantity of items or items that may not have been purchased within the last year.