

## MWS Policies\*

\* Authorized signature required below.

The following policies will help make ordering with us as expedient as possible.

- **Whenever possible, please:**

Place your order online at [wardrobesupplies.com](http://wardrobesupplies.com). Please call us at 212-268-9993 if you require assistance.

- If your company works with purchase orders, **please write your PO# on your order. Orders cannot be shipped or picked up without a PO#.**
- **Open purchase orders and more than one invoice on a single purchase order is not permitted.**
- If your company is tax exempt, we must have your **TAX EXEMPT FORM** on file at the time of purchase. We cannot refund tax on your invoice after the fact.
- Returns: We only give store credit for returns. When item(s) are returned, a credit memo will be issued and it is the **responsibility of each production** to apply those credits to future invoices. Credits are not transferable. They belong to the company that is returning the merchandise and not an individual working on the production. When a production is finished and credits are not taken, a check **will not** be written to the production, instead the credits will be canceled.
- **Account terms are Net 10 – MWS reserves the right to suspend accounts that have unpaid invoices that exceed Net 30 until the account is brought current.**

Accepted forms of payment are as follows:

- **Cash**
- **Company Checks (No personal checks will be accepted)**
- **Purchase Orders (Company account required.)**
- **VISA, MasterCard, American Express, Discover Card**

By signing below I certify that I have read and agree to the terms and conditions set forth above.

\_\_\_\_\_  
Authorized Signature  
(Company Manager/Production Manager or Accountant)

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date