

SHIPPING INFORMATION

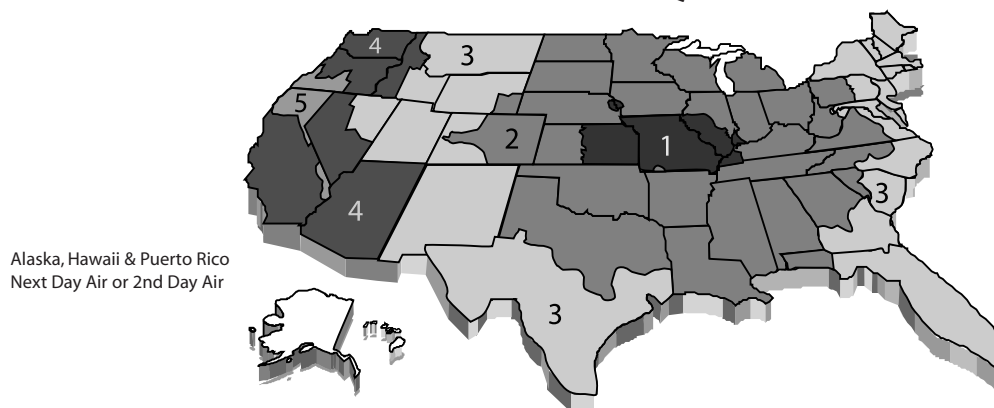
SHIPPING INFORMATION

SMALL PARCEL CARRIER ESTIMATED DELIVERY SCHEDULE

Refer to the map for estimated delivery time, in days, from the date of shipping at the factory. For example, a small parcel shipped on Monday can be expected in St. Louis, MO or Kansas City, MO on Tuesday. Folders shipped on Monday to Florida would be scheduled to arrive on Thursday, three days after leaving the factory. If you have questions concerning selected carriers, pricing, shipping requirements or package weights, call the Customer Service line (800) 972-7702.



SHIPPING DAYS REQUIRED:



SHIPMENT COST

Ground freight included for the 48 contiguous United States on standard folder products. Request shipping charges for ring binders, box folders and other products.

SHIPMENT METHODS

Shipments up to 500 lbs. will generally ship via small parcel carrier. Larger shipments may travel motor freight.

INSIDE DELIVERIES

Additional charges for inside delivery may be required for shipments delivered via motor freight. These charges will be invoiced separately.

EXPEDITED SHIPPING

Air freight can be arranged to meet extraordinary deadlines. This service must be specified and advance quotations are recommended.

SPLIT SHIPPING CHARGES

When shipping an order to more than one location, a \$10 service charge for each additional destination will apply.

C.O.D. SHIPMENTS

Available only when shipping direct to the dealer. Add a \$10 service charge, plus shipping carrier C.O.D. fees.

INCORRECT "SHIP TO" ADDRESS

Charges for address changes due to incorrect "Ship To" address will be invoiced separately.

PHONE: 800.972.7702
FAX: 800.472.6055