



10004 Goodhue St NE
Blaine, MN 55449

GENERAL TERMS AND CONDITIONS

1. First Orders- All first orders will be COD ONLY.

2. All orders. All orders have a \$145 minimum for 2 axis cutting and a \$200 minimum for 5 axis cutting. Electronic CAD drawings are required for all parts. A minimum of \$50.00 per part will be added without CAD drawings. All material included is subject to availability.

3. General. Estimates are based on the customer's acceptance of the terms and conditions in this document. The customer must provide a purchase order verbally or written; WCSI will provide a Sales Order Acknowledgement for the PO. POs will not be processed until a PO is received with the correct quoted price listed. This will constitute as a collective agreement. Estimates are valid for the listed number of days on the estimate. If a purchase order is placed after the valid days listed on the estimate WCSI has the right to re-quote parts as needed.

4. Changes or cancellation. After a sales order acknowledgement is sent to the customer for a Purchase Order the customer must pay \$50 minimum for each change order to the already processed purchase order. If there are additional charges that accrue because of the changes that are made the customer will be responsible for the additional costs. All changes must be agreed upon by both the customer and WCSI in writing. If the purchase order is canceled after 2 business days of the sales order acknowledgment there is a minimum cancellation fee of \$100 plus any additional fees that WCSI has incurred from the time of the order to the time of cancellation.

5. Credit Card Transactions. All credit card transactions will have a 3% convenience charge added to the total of the invoice. If a customer would like to reverse any credit card charge after 15 days of the initial processing date; the customer will still be charge the 3% convenience charge as well as an additional \$5 added to the invoice.

6. Payment Terms. Customer accounts will stay COD until the time the customer applies for and is granted terms. For customers who have an aging past due invoice of 30 days, WCSI reserves the right to put the account on a credit hold until all past due invoices are paid. The credit hold will affect current purchase and future purchase orders until the credit hold is lifted.

7. Drop Material. If material is supplied by the customer WCSI will save the drop material at the request of the customer. If the material needs to be cut into other sizes the customer will be charged for the cutting time and handling of the material. If a customer does not claim the left over material or make arrangements to have the material picked up WCSI will hold the material for them for 2 weeks after job is complete; the material will be disposed of by WCSI after that time. If the material is supplied

by WCSI any drop material is the property of WCSI unless other requirements are outlined in the estimate. WCSI will not store materials for customers unless a written agreement has been outlined and established.

8. Lead Time and Shipping. The dates on the estimate are an approximation of length of time for delivery of the products and service. If a customer is responsible for supplying material the standard lead time is 2 weeks after the date WCSI receives the material. If the job will be delayed due to material delays WCSI has the responsibility to inform the customer of new delivery date. If exact delivery dates are requested and agreed upon they will be outlined in the description section of the estimate. WCSI will not be liable for shipping delays due to circumstances out of WCSI's control related events.

9. Non-conforming materials/ parts. For parts that are non-conforming that customers receive. The customer is responsible for notifying WCSI and must return the parts within 10 business days of receipt of parts. WCSI will contact the customer and advise them of options for reworking the parts. If the customer does not inform WCSI of non-conforming parts and return the parts to WCSI within the 10 business day time frame WCSI will rework the parts at the expense of the customer.