



CORPORATE OFFICE: 10410 HEMPSTEAD ROAD, HOUSTON, TX 77092

TEL: 713-680-9191 WEBSITE: ARC-CABINETRY.COM EMAIL: SALES@ARC-CABINETRY.COM

ORDERING INSTRUCTIONS

1. EMAIL YOUR ARC CABINETRY ORDER FORM TO YOUR SALES REPRESENTATIVE.
2. PLEASE ALLOW UP TO 24 HOURS TO RESPOND WITH A SALES ORDER AND LEAD TIME.
3. CUSTOMER IS RESPONSIBLE TO REVIEW THAT ITEMS ORDERED ARE CORRECT ON SALES ORDER.
4. SIGN/ACCEPT SALES ORDER SERVES AS A FORMAL CONTRACT.
5. FULL PAYMENT IS REQUIRED BEFORE ORDER CAN BE PROCESSED.
6. IF ASSEMBLY IS REQUESTED, ADDITIONAL LEAD TIME MAY BE REQUIRED
7. WE WILL PROVIDE TRACKING INFORMATION FOR ORDER UPON PROCESSING.
8. UPON DELIVERY, IT IS THE CUSTOMER'S RESPONSIBILITY TO INSPECT MATERIAL AND THE CUSTOMER HAS 5 BUSINESS DAYS UPON RECEIPT TO FILE A CLAIM TO SALES@ARC-CABINETRY.COM.

RETURN POLICY

THERE ARE ABSOLUTELY NO RETURNS OR EXCHANGES ON ANY ASSEMBLED, MODIFIED AND/OR ALTERED ARC CABINETRY PRODUCTS.

CABINETS, TRIM AND ACCESSORIES MAY BE RETURNED OR EXCHANGED ONLY IF THEY ARE IN THE ORIGINAL FACTORY SEALED BOXES AND IN RE-SALEABLE CONDITION WITHIN 10 DAYS OF RECEIVING. WE WILL NOT ACCEPT ANY RETURNS OR EXCHANGES THEREAFTER.

A 25% RESTOCKING FEE WILL BE APPLIED TO ANY RETURNED/EXCHANGED ITEMS. RETURNED MERCHANDISE WILL BE GIVEN AS A STORE CREDIT.

SIGNATURE: _____

NAME: _____

COMPANY: _____

DATE: _____