

27-Jun-2023

QUOTE NO:

T-10457 TYPICAL INTRODUCE RECEPTION DESK

LINE	ITEM NO	DESCRIPTION	QTY
1	IN783041-U-IWW	Introduce - 78"w x 30"d x 41"h - Reception Desk Shell - Whole Whole	1
2	IN7812-TOP-RC-RK	Introduce - 78"w x 12"d x 1"h - Counter Top	1
3	MO162328-NT-BBF	Modern - 15.25"w x 23"d x 28"h - Pedestal - No Top - Box Box File - Front Pull Handle	1

**Prepared For:**

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**Prepared By:**

Unknown

**Terms and Conditions:****All quotes are valid for 30 days from the date listed on the quotation.**Please send all purchase orders to [orders@ofgo.com](mailto:orders@ofgo.com)

Please provide a signed copy of the quotation and drawings with your Purchase Order.

All quotations are based on standard TFL laminate and Grade 3 fabric selections unless otherwise specified within your quotation.

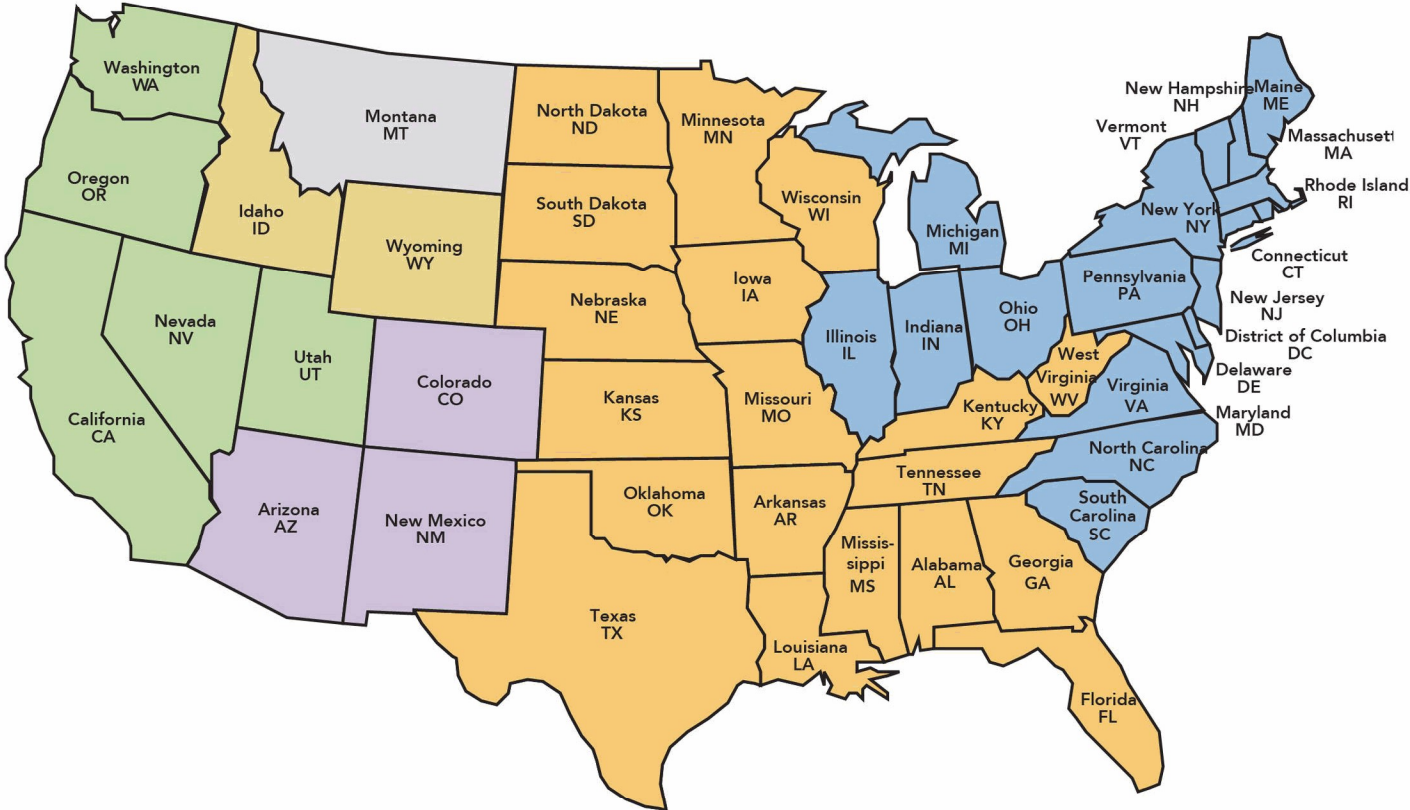
Please note: OFGO is not responsible for any discrepancies between the drawing and final installation.

It is the dealer's responsibility to verify all items and dimensions.

**Freight Program Terms:**

If participating in the freight program please note the terms and conditions in the following pages.

Applicable to major centers only. Dock to Dock.



ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6
<p>Freight Program: Prepaid with a combined shipment of \$3000 net. If less than \$3000 net, a \$200 drop charge will apply. Program is dock to dock to major city centers only.</p>	<p>Freight Program: Prepaid with a combined shipment of \$3000 net. If less than \$3000 net, a \$250 drop charge will apply. Program is dock to dock to major city centers only.</p>	<p>Freight Program: Prepaid with a combined shipment of \$3500 net. If less than \$3500 net, a \$275 drop charge will apply. Program is dock to dock to major city centers only.</p>	<p>Freight Program: Prepaid with a combined shipment of \$4500 net. If less than \$4500 net, a \$350 drop charge will apply. Program is dock to dock to major city centers only.</p>	<p>Freight Program: Please contact OFGO STUDIO customer service or your local representative for more details.</p>	<p>Freight Program: Prepaid with a combined shipment of \$4500 net. If less than \$4500 net, a \$450 drop charge will apply. Program is dock to dock to major city centers only.</p>
Includes the following States:	Includes the following States:	Includes the following States:	Includes the following States:	Includes the following States:	Includes the following States:
IL MI IN VT ME RI NJ DE MD	ND NE OK MN MO WI MS TN WV FL	CO NM	WA CA UT	MT	ID WY
OH PA NY NH MA CT DC VA NC SC	SD KS TX IA AR LA AL KY GA	AZ	OR NV		

For all orders under \$1000 NET, please add an additional 5 to 10 business day transit time buffer.  
See all freight program terms & conditions on following page.

### **GENERAL TERMS**

OFGO STUDIO's freight policy is for dock to dock deliveries to our authorized dealer customers only.

All products are shipped FOB OFGO STUDIO.

Acknowledged dates shown on order confirmations do not include transit time.

**Access for a 53' trailer is required as well as staffed loading dock within normal business hours** (8:00am to 5:00pm). If alternate ship to locations other than dealer dock is required, additional freight charges may apply. Additional shipping charges may also apply for direct to site delivery, weekend delivery, storage fees, gate services, limited access deliveries, call ahead notices, excessive unload times or other custom freight requests.

We are unable to coordinate any LTL shipments for a guaranteed delivery date and/or time. If a customer requires a guaranteed delivery date and/or time then a dedicated carrier is recommended and additional surcharges will apply. All delivery date and/or times are provided on a best effort basis and OFGO STUDIO is not responsible for any costs incurred due to late deliveries. Please contact OFGO STUDIO customer service to verify prior to submitting your PO.

### **CONSOLIDATION & ORDERS UNDER \$1000 NET**

OFGO STUDIO can at its discretion, but is not responsible for, consolidating or holding orders in order to meet freight minimums. Orders shipping to the same location that have estimated due dates that are within ten (10) business days of each other can be consolidated together to meet freight minimums and avoid drop charge fees, however, it is the dealers responsibility to request the orders be consolidated together by emailing customer service prior to the orders shipping.

For all orders under \$1000 NET, please add an additional 5 to 10 business day transit time buffer.

### **CARRIER DAMAGE POLICY**

Before accepting a shipment from the carrier, check all boxes/pallets for visible damage. Do not refuse merchandise damaged in transit. If a shortage or damage occurs during transit, it should be noted on the freight bill of lading at the time of delivery, and a claim should be sent to OFGO STUDIO along with details and images within 24 hours of receipt of goods. All freight claims can be addressed to: [claims@ofgo.com](mailto:claims@ofgo.com)

Concealed damage should be reported to OFGO STUDIO immediately upon discovery. Any claims against OFGO STUDIO for apparent defects, errors or shortages must be made by the purchaser, in writing to customer service, within five (5) working days after delivery. Failure to make a claim within five (5) days shall constitute acceptance of the goods and a waiver of any apparent defects, errors or shortages. If replacement parts are provided dealers are responsible for any additional installation charges incurred.