

TERMS & CONDITIONS

Minimum Order	There is no minimum order for active customers of Regina-Andrew Design Inc.
Payment Terms	Credit card is required for first order.
Net 30	With approved credit from our credit department. Must have a signed credit application, sales tax permit, and new customer information form (if new customer).
Pre-Payment	We accept "cash in advance" orders. No partial payment or COD
Credit Cards	We accept the following credit cards: Visa, MasterCard, Discover and American Express. Charges are applied on the day of shipment. Please use our credit card authorization form.
Shipping	Orders with in-stock goods will be shipped on 1st come 1st serve basis within 10 business days, with approved payment. All backorders will ship automatically as product becomes available. We reserve the right to ship items in stock and not hold items for completion. Backorders will remain open for six months after original shipment date. Any cancellations of backordered goods must be received in writing and confirmed by Regina-Andrew. Without such acknowledgement, customer assumes all responsibility.
Customer Service	To assist you as efficiently as possible, we provide answers to the most frequently asked customer service questions, including order status and technical support. If you require the assistance of one of our customer service professionals, please call: Monday – Friday 9 a.m. to 5 p.m. Eastern Time Zone. If we are not available at the time of your call, please leave a detailed message. We'll get back to you promptly. Calls received after hours will be returned the next business day. Customer service: phone 734-250-8042 / fax 734-250-8085 Email: customer.service@reginaandrew.com
Damages	Inspect orders upon arrival for damage. Claims must be filed with our quality department within 5 Business days of your original invoice date. Images of damaged merchandise maybe requested in lieu of damaged merchandise being returned.
Cancellation/Returns	All cancellations or changes to orders must be sent via fax or email. All authorized returns for reasons other than damage or defect are subject to a 25% restocking fee, plus all applicable shipping charges. All returned products must be 100% complete in original packaging. If return guidelines are not followed, credit will not be issued.
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Governing Law	Any dispute or default arising from this Agreement shall be governed by the internal law of the State of Michigan and each part agrees to submit to the jurisdiction and venue of the Courts of Wayne County, Michigan