



# ORDER AND PAYMENT INFORMATION

## ORDERS ACCEPTED VIA

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**Fax:** 717-935-9983

**Phone:** 1-888-616-4366

**Website:** [www.mwpdoor.com](http://www.mwpdoor.com)  
(with order form)

**E-mail:** [doorpro@mwpdoor.com](mailto:doorpro@mwpdoor.com)

**Mail:** Mountainside Wood Products  
3559 Front Mountain Rd.  
Belleville, Pa. 17004

### FAXED ORDERS

- Faxed/mailed orders are preferred to help eliminate verbal mistakes.
- Check your fax transmission report to ensure your fax order was sent successfully.
- Always check your confirmation to ensure your order was processed correctly.
- If you do not receive a confirmation in 1-2 business days, please call to verify that we actually received the order.
- Wrong sizes, due to our order processing, will be replaced at our expense. However, if the customer gives wrong sizes or information and it is not discovered during the acknowledgment approval process, it will be replaced at the customer's expense.

### TELEPHONE ORDERS

- Telephone orders are also accepted but not recommended because of the possibility of error.
- Orders will be read back to the customer for verification.
- If no fax number is available, we will mail a confirmation
- Wrong sizes, due to our order processing, will be replaced at our expense. However, if the customer gives wrong sizes or information and it is not discovered during the acknowledgment approval process, it will be replaced at the customer's expense.

### EXPEDITE ORDERS

(1-2 days) 50% upcharge.

### RUSH ORDERS

(3-5 days) 25% upcharge.

- Customer discounts available on orders over \$300. This does not include combined orders.
- Credit limits are assigned to all customers based on the following terms:
  - COD (all orders until credit application is submitted and approved)
  - New customers-50% deposit required for each order before starting the manufacturing process. Remaining balance to be paid before shipping.
  - Net 30 (credit limit based on credit references)
  - Finance charges of 1.5% per month (18% annual) will be applied to all overdue invoices.

### Payments can be made by company check or personal check to:

Mountainside Wood Products, LLC  
3559 Front Mountain Rd.  
Belleville, Pa. 17004