

# Terms and Conditions

**Our Products:** This catalog contains the most popular tax forms and supplies we sell. If you need forms not shown, please call us. We probably have them.

**Referrals:** Our best advertising is by word-of-mouth. Tell your friends and colleagues about us. We also offer Health Claim and HIPAA Forms to Health Care Professionals, and Import/Export Forms to those engaged in International Trade. If you have clients or friends who need these forms, please refer them to us – or send us their names and addresses and we will send them a catalog. They will thank you – and we will thank you.

**Low Price Guarantee:** We will meet or beat bottom line, total order prices of any credible vendor's nationally advertised prices for the same products. The bottom line price guarantee will be based on prices calculated with any discounts and shipping charges included. Requests for price adjustments must be made before the order is placed. BUSIform may request you to provide a copy of competitor's advertisement, including terms for shipping, discounts, etc. for verification.

**Terms and conditions:** We accept orders by mail, fax, online, or we are always happy to assist you by phone. Liberal discounts are given for EARLY ORDERS. Orders must be phoned, faxed, online, or postmarked by the date designated (see schedule) to receive these EARLY ORDER DISCOUNTS. We accept all major credit cards, or your business or personal check. (A \$20.00 charge will be made for returned checks). Most orders are shipped within 1 business day. Exceptions to this are early in the tax form season when some forms may not yet be available, or your order includes software that has not yet been released. We will also hold orders that include IRS Envelopes until the 2005 addresses are confirmed. Unless you request otherwise, we hold your order until all items are available, and ship it complete. UPS Ground shipping is FREE if your order is over \$50.00. Orders less than \$50.00 will be charged \$6.00 shipping and handling for ground, or actual charges for expedited shipping. Check your order promptly upon receipt for errors or shortages. Dated forms may not be returned after December 1<sup>st</sup>. Call for a return authorization number and shipping instructions before returning items. Items received without a RA# will be refused. Authorized returns received by us within 15 days of receipt by the customer will be allowed full exchange credit or a refund less 15% restocking fee. Authorized returns received more than 15 days after delivery will be given at 75% exchange credit. No credit will be issued for used or damaged forms. All exchange credits are valid for 12 months from date order is returned. Returned orders are subject to inspection and acceptance at BUSIform.

**Early Order Discounts:** We offer liberal discounts on most products for orders placed early in the season. Orders placed early enable us to balance our work load and better plan our purchasing and manufacturing. Each page in our catalog identifies whether or not items on that page qualify for the Early Order Discounts.

Orders phoned, faxed, online, or postmarked by the following dates are eligible for early order discounts on most items.

**2005 Early Order Discount Schedule:**

Orders placed by August 29th receive 30% Discount on items qualifying for discount.

Orders placed between August 30th and Oct. 14th receive 20% Discount on qualifying items.

Orders placed between Oct. 14th and Nov 30th receive 10% Discount on qualifying items.

Orders placed after November 30th do not qualify for Early Order Discounts.