

Purchase Order Standard Terms & Conditions

Purchase Order Requirements	
Submit Purchase Orders to	info@wilsonwolf.com Inquiries 651.628.9259
Payment Terms	PO must state payment terms - not to exceed NET 30 from date of invoice. Wilson Wolf reserves the right to require pre-payment.
Sales Tax Exemption, if applicable (US Customers)	ar@wilsonwolf.com Wilson Wolf charges sales tax for shipments to CA, MA, MN, NJ, PA, TN, TX and WA unless the applicable Sales Tax Exemption Certificate(s) are provided in advance
Product Information Needed	Product Code, Description, Quantity and Pricing in US Dollars https://www.wilsonwolf.com/product-and-order-info/
Bill (Invoice) to / Ship to	Billing address, email and phone number . Payment inquiry phone and email.
Shipping Terms	Customer takes possession of product at our dock. Please provide your courier account number, if applicable. International-please include shipping preference from options below.
Handling Fee (Domestic)	\$45 / invoice
Handling Fee (International)	\$60 / invoice
Shipping Fees	Responsibility of the Customer
Duties & Tax Fees	Responsibility of the Customer
Invoice Submission	Invoices in USD & submitted via email only. Portal submission not available.
Invoice inquiries and remittance information	ar@wilsonwolf.com

International Shipping Options - ***Purchase Order must specify one of the following methods. ***		
Method	Courier Account	Notes
1 (Preferred)	Customer Courier Account for shipping, duties & taxes	<ul style="list-style-type: none"> This allows for the smoothest process through Customs. Please provide your courier account number on PO. Invoice will include product cost and handling fee.
2	Wilson Wolf Courier Account for shipping, duties & taxes	<ul style="list-style-type: none"> Typically goes smoothly through Customs. Invoice will include product cost, handling fee, plus estimated shipping, duties, taxes & fees.
3	Wilson Wolf Courier Account for shipping -and- Sent Delivered Duties Unpaid (DDU) (Customer pays duties & taxes directly to the Customs Department)	<ul style="list-style-type: none"> Customer is responsible to track their invoice through Customs. Customer will provide on their PO: a direct phone number of a person who will answer calls from Customs for payment of duties & taxes. * No general phone numbers accepted. * Invoice will include product cost, handling fee and shipping.

Important Notes – Please read carefully.

- Quotes provided by ScaleReady may or may not include handling fee, shipping estimates (**upon request**), and/or duties & taxes (Customs clearance fees).
- All shipping, duties & tax fees incurred by Wilson Wolf will be passed along to the Customer and are the responsibility of the Customer to pay.
- Shipping amounts stated in the quote are an estimate and subject to change based on courier rates on the date of shipment.
As an estimate, the quotes may not reflect the actual amount reported on the final invoice.

Wilson Wolf's Standard Terms & Conditions herein supersede those of the Customer, whether expressly stated or indirectly referred to in the Customer PO.