

ORDER INFORMATION

waste not paper

410 N Milwaukee Ave
Chicago, IL 60654

MINIMUMS

\$250 minimum opening order
\$125 minimum reorder

Reorders placed under the minimum are subject to a \$10 service fee

PAYMENT

We accept Visa, MC and AMEX on all orders. If your initial order is \$500 or greater and you have established credit with other firms, then you may qualify for an open account with **waste not paper**. Invoices on open accounts are payable within 30 days of receipt, with a 2% discount available if your payment is sent within ten days of receipt. Open accounts are granted and maintained at the sole discretion of **waste not paper**.

Send payments and checks to: Dept CH17611 | Palatine, IL 60055-7611

FINANCE CHARGES

Returned checks are assessed a \$25 fee. Outstanding invoices may accrue a finance charge of 1.5% per month, plus collection, court and/or attorney's fees.

APPLYING FOR TERMS

To apply for terms, please request a credit application from our customer service team at sales@wastenotpaper.com. Please return the application with a list of credit references to start the application process, which can take four to six weeks.

DISCOUNTS

Net 30 invoices paid within 10 days qualify for a 2% discount.

PRICES

Prices listed online and throughout the catalog are wholesale and subject to change without notice. Freight and shipping costs are the responsibility of the customer.

BACKORDERS

Out of stock items totaling \$50 or more on a single order will be held until ready to ship. Please notify WNP customer service if backorders are not accepted. Freight and shipping costs on backordered items are the responsibility of the customer.

SHIPPING

Orders are shipped UPS ground, FOB Chicago, IL, unless other shipping is requested. Large, palletized orders are shipped through an LTL freight provider, FOB Chicago, IL, unless other shipping is requested. If needed, please request expedited shipping or specific shipping requests on your order.

PACKAGING

All decorative notes can be packaged in sealed cellophane bags for a \$.25 surcharge per piece. Please request this service when placing your order.

RETURNS

No returns will be accepted without prior approval and a return credit packing slip issued by WNP. Incorrectly shipped merchandise must be reported within 10 days of receipt. Returns are subject to a 10% restock fee, not to be below \$10 per order. Return shipping and freight are the responsibility of the customer. Items must be in sellable condition.

Send returns to: 716 W Kinzie | Chicago, IL 60654

DAMAGED ITEMS

Any damaged claim must be received within 10 days of receipt. Photographs of the packaging and product may be requested by our customer service team. Notice of loss or damage must be filed with UPS, and all packaging materials should be retained for UPS inspection.

PROCESSING TIME

While we strive to get out all orders as quickly as possible, our standard turnaround is 2-3 business days plus standard shipping time. If you need your order more quickly, please indicate a ship date and the preferred method of expedited shipping. A rush fee of \$10 may be applied to your order. Expedited shipping costs are the responsibility of the customer.

The following trademarks and service marks are owned by Paper Source, Inc.:

waste not paper® waste not paper™



Products developed by the Paper Source design team are indicated with this symbol.

BULK DISPLAY

Our new bulk display features warm wood sides and back. It arrives flat and requires minimal assembly. Made in two sections, you can stack them to be compatible with our previous displays; or merchandise them side-by-side using the top surface for additional counter space.

BULK DISPLAY UNIT

14" x 31" x 78" | 991010

(rebate when ordered with product to fill)

AS SHOWN

8 ½" x 11" cardstock, A6 envelope + card,

A2 envelope + card | (includes display)



OVER THE PAST YEAR, WE HAVE BEEN COMPILING A LIST OF BULK DISPLAY BEST PRACTICES FROM YOU, OUR CUSTOMERS.

A well-maintained bulk display makes a powerful statement of color. Make sure customers can see it from across the room.

Assign one color to each row and stock the display with the same sizes and shapes in each color. Depending on your favorites, you can fit five or six styles per row.

Samples sell. Shops and designers who inspire their customers often have the best luck moving bulk paper, cards and envelopes.



Ordering online is the fastest and easiest way to order with **waste not paper** – providing you with information on stock availability and instant confirmation once you submit your order.

VISIT US ONLINE AT
WWW.WASTENOTPAPER.COM
AND PLACE YOUR
ORDER TODAY!

PRESORTED STD
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CHICAGO, IL
PERMIT NO. 4739

WNP
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