Glassine USA Product Order Form

ID	Description	Class	Price	Quantity	Total

Client/Customer (Print):	**Signature:**	**ID No:**	**Merchandise Sub-Total:**	
			Delivery Signature Required:	**$ 2.45**
Shipping Address:		**Date:**	**SHIPPING CHARGES:**	
City:	**State:** / **Country:**		**Zip:**	**Rush S&H: (Optional)**
Phone: / **Fax:**	**Email:**			**ORDER Sub-Total:**
Cardholder (If Different):	**Billing Address (If Different):**	**City:** / **State:** / **Zip:**	**HANDLING FEE:** 3.5% US (75¢ min) 4.5% Int	
Card Number:	**Card Type:** / **Code (On Back):** / **Expires (Mo/Year):**		**Total:**	

Please Print Clearly **[This Form is also Available, on Request, by Email in PDF Format]** **Return by Snail Mail or Fax (541) 952-0559**

SHIPPING & HANDLING: *No Minimum Order*

Shipping Rate has been calculated proportionately to average Cost and Heavy Weight of Glassine Materials
These Rates Apply to Standard 25# and 30# Paper Weights / 40# Items can Cost as much as 15% More

Very Small Orders: [55.7% - $ 0.01 to $ 9.99]
MINIMUM - S & H (Up to 1/4 lb)....$ 2.45 / LARGE ITEMS MINIMUM - S & H....$ 4.45 (US)

Small Orders [47.4% - $ 10.00 to $ 19.99]

Medium Size Orders: [41.2% - $ 20.00 to $ 29.99]

Large Orders: [35.7% - $ 30.00 to $ 39.99]

Orders Over $40 to $99.99/ Add 33.2% of Order (US)

Orders Over $100 to $999.99 / Add 29.5% of Order (US)

Orders Over $1,000 / Add 25.4% of Order (US)

Oversize Package Shipping Fee: 42.7% [Tubes require additional S&H Fees]

DELIVERY CONFIRMATION: *REQUIRED FOR ALL ORDERS SHIPPED: PayPal $1.00 ea. Credit Card Purchases Require Signature Confirmation by All Card Companies: $2.45 ea.*

Basic Foreign S&H [NAFTA & International Add 137%] Minimum $16.50

1 to 3 Day Global Express "Special" 237% of Merchandise [Minimum Fee $ 20.00] *Some Countries have Higher Rates*
2 Day Delivery (If Available) 369.94% of Merchandise [Minimum Fee $ 47.50] *Some Countries have Higher Rates*
Overnight / Next Day Delivery (If Available) 468.78% of Merchandise [Minimum Fee $ 95.50] *Some Countries have Higher Rates*
Orders Over $40 / Contact for Quote *Canada, NAFTA & International Shipping may exceed listed amounts / Confirm before Ordering*

SHIPPING DAMAGE INSURANCE [Extra]

Merchandise General Damage Coverage Minimum $2.50.....7.4% (US Only)
Merchandise General Damage Coverage Minimum $3.75.....9.83% (NAFTA/International)

While UPS and Airborne automatically cover damage up to $100 Most shipments are sent US Postal Service which require additional fees for Damage Insurance. We do not Warrantee Shipping Damage unless it is covered by carrier or additional fees are paid. Beginning April 20, 2004, all Glassine Paper Rolls require Insurance because of sensitivity to shipping abuses. Failure to include insurance with your order constitutes release of Glassine USA & MTI of all liability for any damage that may occur.

SAMPLE REQUESTS [ENVELOPES/BAGS/ZIPTOP BAGS/SHEETS]

Small & Regular Size $2/ea. S&H (US) Med Samples $4.35/ea. S&H, Large Items $12/ea. S&H, X-Large Items $20 ea. S&H. Very large Envelopes cost extra. Check for price. Canada/NAFTA/International Sample Requests: $3.75/ea. S&H, Med Items $9.25/ea. S&H, Large Items $22/ea. S&H, X-Large Items $38/ea. S&H. This pays for Postage & Handling, Shipping Envelope and Sample it's self

SAMPLE REQUESTS [PERFUME & ESSENTIAL OILS]

$1 for the First Scent and 75¢ for each additional Scent with a Self Addressed Stamped Envelope or $2.45 for Shipping

BAGGIES / POLY BAGS S&H 2ml RATES [Same Foreign S&H Rates Apply]

Weight of Poly Bags is consistent and can be easily calculated as follows:
Poly Bag Shipping Rates are Now Calculated using the Same Rates for Glassine Paper Items
4ml and 6ml thickness weights require an additional 25% increase of Shipping Fees

PERFUME & ESSENTIAL OILS RATES [Foreign S&H Rates Listed Below]

Weight of Oils & Colognes is consistent and can be easily calculated as follows:
For Smaller Orders add to Total to meet Minimum $2.45 Shipping Fee [18.7% - $ 0.01 to $ 49.99]
[16.8% - $ 50.00 to $ 99.99] **[12.6% - $ 200.00 to $ 999.99]**
[14.9% - $ 100.00 to $ 199.99] **[10.5% - $ 1,000.00 and Up]** **International Rate is 137%**

RUSH ORDERS: *Request PRIORITY for Guaranteed Shipping in 7 Days - 52.6% / Min $4 Domestic US Mail Only*

Rush Orders add 20% of Merchandise to Basic S & H Fee for Next Day Ship / Minimum $3.00 Fee
Over-Night, 2nd Day Air and 3 Day Delivery Available Priority and Express Delivery (Contact for Quote)
[1 to 3 Day Express add 86.37% / Min $14.00] [2 DAY AIR add 127.74% / Min $24] [1 DAY OVERNIGHT add 245% / Min $30]
International Rush: Same 20% (Min $3) [2 DAY AIR add 369.94% / Min $47.50] [1 DAY OVERNIGHT add 468.78% / Min $95.50]

RETURNS: *Glassine and ZipTop Poly Bag Products are all Food Safe. We must Enforce Precautions to Insure this Safety*
All returns must be received in UnOpened, Resalable Unused Condition. A 15% restocking fee applies on all returns. No shipping fees are refundable on any order. Include additional shipping fees with all exchanges. No refunds on Custom Orders.

ORDER REJECTIONS

FAILURE TO INCLUDE SHIPPING & HANDLING FEES As Well as FAILURE TO INCLUDE MINIMUM SHIPPING FEES ALL PAYMENTS THAT DO NOT INCLUDE REQUIRED FEES WILL BE REJECTED & REFUNDED LESS THE 3.5% MERCHANT FEES WE ARE CHARGED REGARDLESS OF INCORRECT PAYMENTS. WE WILL ATTEMPT TO CONTACT YOU ONCE PRIOR TO REJECTING ORDER. DOING ANY BUSINESS OR MAKING ANY PAYMENTS CONSTITUTES YOUR AGREEMENT TO ABIDE BY, COMPLY WITH AND FOLLOW ANY AND ALL DIRECTIONS & GUIDELINES SET OUT HEREIN. YOU FURTHER UNDERSTAND AND AUTHORIZE GLASSINE USA, MTI OR INET-ESALES, INC., TO CHARGE YOUR CREDIT CARD OR PAYPAL ACCOUNT, BY DEDUCTING THESE FEES EITHER DIRECTLY FROM YOUR ORDER REFUND OR YOUR BANK ACCOUNT TO RECOVER THE PROCESSING FEES THE AFOREMENTIONED BUSINESSES WERE AUTOMATICALLY CHARGED FOR YOUR NEGLECT TO COMPLY WITH THOSE MENTIONED GUIDELINES, AND THUSLY DISRUPTING THE ORDER PROCESSING FOR EVERYONE. YOU HEREBY UNDERSTAND THIS TO BE A FAIR AND REASONABLE SOLUTION. ALSO IN THE EVENT OF GLASSINE USA, MTI OR INET-ESALES, INC. INCURRING AN UNPREDICTABLE DELAY IN PROCESSING YOUR ORDER, YOU HEREBY AGREE TO GIVE SAID BUSINESSES (US) A REASONABLE AMOUNT OF TIME (45 DAYS) TO ISSUE A COMPLETE REFUND, WITHOUT DEDUCTING ANY OF THE FEES, PRIOR TO ANY ATTEMPT TO CHARGEBACK YOUR CARD OR FILE ANY COMPLAINT. WE WOULD PREFER TO REFUND YOUR MONEY PRIOR TO ANY COMPLICATIONS OR COMPOUNDED EXPENSES BEING INCURRED. YOU FURTHER AGREE TO PAY ANY AND ALL COLLECTION FEES, NSF FEES AND CHARGES FOR ANY UNNECESSARY CHARGEBACKS, BAD CHECKS OR ADDITIONAL SHIPPING FEES INCURRED TO RESEND ORDERS RETURNED FOR LACK OF AVAILABILITY BY CUSTOMERS TO PROVIDE A REQUIRED SIGNITURE ON ATTEMPTED DELIVERIES OF YOUR ORDERS, INCURRED UNNECESSARILY BY THE AFFOREMENTIOND BUSINESSES. Please Help Keep Prices Down

SAMPLE ORDER OUTLINE / GUIDELINES / DIRECTIONS

ITEM: Quantity x L000E: $ 00.00 + S & H: $ 00.00 (Optional Rush Next Day Ship: $ 00.00) (Optional 1 or 2 Day Delivery: $ 00.00) = SUBTOTAL: $ 00.00 + HANDLING FEE (If Used): [Add 3.5% or 4.5 for Int. Orders of Sub-Total (Min 75¢) of Total of Item plus S&H] $ 00.00 = Equals Total Order Amount: $ 00.00

3.5% [4.5% International] ORDER HANDLING SERVICE FEE

ALL INTERNET & PHONE PAYMENTS REQUIRE A 3.5% (MIN 75¢) or a 4.5% INTERNATIONAL PROCESSING FEE
E-commerce Payments are NOT automatically Calculated and must be prepared by the Customer and must be included in your Payment. All you have to do is Enter the amount of your Order and add the Minimum Shipping Fee for Small or Medium Orders. **You must add the Sub-Total of your Order and Calculate the S&H using either the Glassine or Poly Bag Rate Scale.** *Allow up to 7 to 21 days to ship for all Orders or as much as 8 to 16 weeks for Special and Custom Orders, since some must come from Out of the Country*
Identify Item ID No. with (A,B,C,D,E,F or G) to Clarafy Quantity. No measurement description is necessary
To Purchase Using Standard Merchant Weblink , use link provided at our Website Order Page
Or contact (www.Inet-Esales.com) and use the Secure Order Form provided. there. No Membership Required
To Purchase Using PayPal, use the link provided at our Website Order Page.
Simply identify the Items (ID No.'s), include shipping when you Pay by PayPal.
To use PayPal, you must configure your Internet Browser Preferences/Properties to accept "All Cookies"
You must become a member (PayPal Membership is Free / Please tell them Glassine USA referred you)
All PayPal Orders require Shipping with Delivery Confirmation and requires the use of Global Express for all Foreign Orders at a Minimum $16.50. Please contact for Quote before Ordering

SNAIL MAIL ORDERS

Simply send Payment in the form of a Money Order with Order for Items desired. Please print clearly.
Allow 7 to 21 days for delivery with all Money Orders Personal Checks allow 4 weeks for transfer of funds.

CUSTOM ORDERS *[Don't See what You Want – Have it Made Your Way – We Buy Extras]*

Custom Order Minimum 25,000 to 50,000 to 1/2 Million (8 to 10 Week Run Time)
Special Sizes / Weights (25lb, 30lb & 40lb) / Folds (Safety type) / Cuts (Thumb, Double Thumb, Slit, etc.)
If minimum order quantities exceed what you need, we are willing to list your particular sized items, if your resale prices are reasonable, for sale and handle all transactions for you to help you defer the costs. Items Not in Stock have to be Special Ordered. Custom and Special Orders Can Not Be Canceled or Refunded Once Placed. Orders can be Terminated but Only Our Profit can be Returned 12%

You might even find this to be a wise investment strategy as well.
CUSTOM ROLLS & PAPER SHEET SIZES AVAILABLE

PURCHASE ORDER / COLLECT SHIPPING RESTRICTIONS

To reduce Costs & Losses, payment in full with Order is required prior to shipping. No CODs and No PO Billing services are available. Companies Requesting Collect Shipping, must Provide their Own Labels or Shipper Acct. Number by Fax or Mail with a brief Statement authorizing Use and Acknowledgement of Financial Responsibility
Include a 9.7% Handling & Packaging Fee for Orders up to $1,000
Include a 7.4% Handling & Packaging Fee for Orders over $1,000
Thank you for considering MTI / Glassine USA for your Glassine NEEDS. We hope we can be of assistance to you in the future. Please contact us by E-mail if you have any questions. In an effort to reduce our overhead costs and continue the Lowest Glassine Prices on the Web, we will respond to all inquiries by Email rather than calling or faxing long distance, so please provide an Email address with all correspondence.

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