

Purchase Order Policy

December 2017

We are excited to serve our loyal customers and thank you for being one. We want to share a little bit about some process changes that we are implementing to make sure we can service your theatrical supply needs.

Changes to our Purchase Order Policy:

- The Theatre House will honor purchase order agreements that were established under previous ownership, for new orders. We will also accept purchase orders from Government, K-12, EDU and Churches/Religious Organizations.
- We will send invoices electronically at time of shipment.
- Our terms are net 30 unless a previous agreement supersedes this statement.
- All in-stock items will ship at time of order. We will invoice simultaneously.
- If we can only fill part of your order because an item is out-of-stock or back-ordered, we will pay the shipping fees for the second shipment to prevent additional costs to you. We will invoice immediately upon items being shipped.

Purchase Order Terms

- A 1.5% discount can be taken if payment is received 10 days from date of invoice.
- Invoices will be electronically remitted when order is shipped. Your term starts on shipment date.
- Balances not paid by date due are subject to a service charge of 1.5% per month. Any account over 60 days past due will only be shipped with a CC on file and a + 20% of past due balance until the account becomes current.
- Discounts will not be allowed for any items purchased on Terms.
- A \$25.00 service charge will be assessed on each check returned from your bank. TERMS: Buyer agrees to pay seller all delinquency charges on any amounts past due at the annual rate of 18%.
- Buyer agrees to pay seller's reasonable attorney's fees and collection agency fees incurred in collecting any amount unpaid. All resellers must remit a new form applicable to be excluded from sales tax. All invoices will be sent electronically.

Our ask of you:

- We will need new tax-exempt forms (if applicable) as we are new ownership and previous tax-exempt forms are not valid for our use. These can be faxed to 859.431.1837 or info@theatrehouse.com.
- Timely payment and support from you is critical for us to continue offering purchase order services.



THEATRE HOUSE

the show must go on

Our goal is to provide you with outstanding service. One way we hope to do that is by reducing mail processing times so that we can serve you as promptly as possible. With that said, we need to ensure that payments from you are timely as well. Thank you in advance for making this a priority.

Should you have a question, please don't hesitate to contact me at Martyb@theatrehouse.com.

Thanks for your continued patronage and support.

Marty Boyer

President

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