



MASONRY • HARDSCAPING • OUTDOOR LIVING

Special Order Terms & Deposits

Offer To Purchase

- For purchases that significantly exceed our typical inventory levels of any product, Penn Stone will produce an Offer To Purchase summarizing the order in question for the customer's review.
- The order will only be placed with our vendor after a signed copy is returned by the customer.
- By signing the Offer To Purchase, the customer agrees that Penn Stone may invoice them for the entire quantity ordered.

Order Deposits

- A 50% deposit will be required on all special-fabrication orders.
- Penn Stone reserves the right to request a deposit on select purchases, especially in instances when an order quantity significantly exceeds our typical inventory levels.
- Regarding orders where the customer has made a deposit:
 - For customers with approved credit with Penn Stone, final payment will be due according to normal terms following invoice date.
 - For all other customers, final payment is due prior to delivery/pickup.

Delivery and invoice dates

- For all special order items and orders for which a customer has agreed to an Offer To Purchase, Penn Stone will strive to coordinate shipment to our yard/warehouse as close as possible to the customers' requested delivery date.
- These orders must be delivered and invoiced within 15 days of shipment to our yard/warehouse.
- Exceptions to the above delivery requirement will be considered on a case-by-case basis, but in the event that a delivery exception is approved, invoicing and payment according to the customers' terms will still be required within 15 days of shipment to our yard/warehouse.