

# Pricing Policy

Windows West pricing is always based on current market conditions with the best product/value ratio passed on to our clients. While we will attempt to notify you of any price increases in advance, all prices are subject to change without notice. We reserve the right to change your product discounts at any time.

# Credit Policy

For open accounts with established line of credit; strictly 30 days. A service charge of 1.5% per month will be added to past-due accounts. Orders will be placed on hold if you have gone over your credit limit or your account is past due. Even if you make a down payment on a order and your account is still past due your order will not ship until the account is current. Each returned check is subject to a \$30.00 service charge. If it becomes necessary to \ place your account with an attorney you as a client agree to pay all reasonable attorney's fee and costs, whether or not the matter is brought to suit. Windows West also reserves the right to place a mechanic's lien on the property where any product has been installed that is unpaid and past due.

# Order Policy

Please note: All Bali Blinds and Custom Hardwoods will need to be prepaid before we begin production. All Eclipse Shutters and Imperial Wood Shutters will either have to be prepaid or paid 1/2 down before we begin production. There is a difference in price per square foot if you prepay or pay 1/2 down. Please look at our Westview Shutter Program information on the preceding pages. All **rush orders** must be approved by Windows West. A per blind charge of \$15.00 will be charged for rush orders and they are guaranteed in 48 hours. There is \$10.00 minimum on all invoices. If your ordering only a few parts you will be charged full shipping & handling depending on your location.

- **Orders of \$0 - \$1500**                      No prepayment needed if you have an open account
- **Orders of \$1500 - \$3500**              Prepayment of 65% down needed whether you have an open account or not
- **Orders over \$3500**                      Prepayment of 50% down needed whether you have an open account or not

\* Please Note: If you have a pre-paid account you have to pay all orders in full including shipping before we start your order. If you have COD account you have to make all noted down payments above and the rest of the amount due is expected on delivery.

# Delivery Policy

Freight charges may change due to carrier price increases. It is possible that these will change without notice. Windows West provides a delivery from Ogden to Provo and surrounding according to the schedule below. It is a \$3.50 per blind delivery charge. The schedule below will not be changed. We will do everything possible to get your order delivered to you in a timely fashion. Windows West will only deliver to dealers addresses and not to your project site unless we are consulting on the job for you.

Monday - Salt Lake Valley  
Tuesday - North of Salt Lake to North Ogden  
Wednesday - Salt Lake Valley  
Thursday - South of Salt Lake to Payson  
Friday - Salt Lake Valley

# Office Hours

We are here to serve you Monday-Thursday, 8:00am to 5:00pm and Friday from 8:00am to 4:00pm. MST We are closed Saturday to Sunday but your welcome to order from us by email: [contactus@windowswest.com](mailto:contactus@windowswest.com) and by fax: (801) 972-8001.