



# Working with Maglin Site Furniture Inc.

## Maglin Site Furniture

Doing  
Business  
As

Please use the below address for Purchase Orders,  
Payment Remittance, and Vendor Account Setup:

**Maglin Site Furniture Inc.**  
**27 Bysham Park Drive**  
**Woodstock, ON**  
**N4T 1P1**

### Payment Terms:

Maglin Site Furniture will offer payment terms of Net 30 on approved credit. A credit application must be completed and final approval is determined by Maglin Site Furniture credit department. Manufacturing will not commence until credit is established or full payment received. Maglin Site Furniture reserves the right to cease credit terms at any time, at the sole discretion of Maglin Site Furniture. Payment may also be made in advance of manufacturing via cheque, VISA, MasterCard, AMEX, or Electronic Fund Transfer (EFT). Custom orders require a deposit upon acceptance of order.

### Documents:

Purchase Orders should be addressed to the legal entity listed above. Purchase Orders must be signed and include payment terms outlined on Maglin Site Furniture quote. Products must be listed on purchase order or the quote number referenced.

### Taxes:

Quoted taxes are estimates only. When applicable, taxes will be applied to final invoices. If your project is tax exempt, please forward a tax exempt certificate when completing your order documents.

### Cancellation fee:

Maglin Site Furniture is a made to order company, and requests to cancel orders will be subject to a 25% restocking fee. Custom order deposits are non-refundable.





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### Warranty:

All Maglin Site Furniture products are warranted for 5 years against defects in materials, coatings and workmanship. Warranty does not cover damage from vandalism or poor handling during the installation process. Please ensure that products are not dragged on concrete or other hard surfaces that will scratch the outside layers of protective coatings. When installing anchor bolts, provide care that bolts are not fastened so tightly that protective coatings become cracked. For complete care and maintenance and warranty policy, visit the Maglin Site Furniture website [www.maglin.com](http://www.maglin.com).

### Lead Time:

Production of order commences upon receipt of signed Order Confirmation/executed Purchase Order, and approved credit. When applicable, signed approval drawings and deposit will be required. Lead time on standard products is 6 to 8 weeks. All non-standard products are subject to a 10 to 12 week lead time (from receipt of approval drawings). Lead time is an approximation and Maglin Site Furniture is not responsible for site delays. Orders will ship upon fabrication completion. A one week grace period may be requested, however storage fees will apply after this time.

### Delivery:

Maglin Site Furniture is a material/product supply-only company and therefore offloading is the responsibility of the receiver. All packages are to be inspected at time of delivery. In the event that there are any damages or missing product, the bill of lading must be noted and Maglin Site Furniture expects notification within 48 hours. Lift gate delivery is available on most orders – advise at the time of order, if this is a requirement. Please notify your Maglin Site Furniture representative if you are able to accept stacked freight at the shipping address – a forklift or loading dock is required.

### Installation Hardware:

Maglin Site Furniture recommends that all products be bolted to the ground. Mounting hardware is not supplied with products and local codes should be researched prior to installation. Anchor bolt packages may be purchased with an order – contact your Maglin Site Furniture representative for information and purchase. Installation instructions and product information is available on the Maglin Site Furniture website [www.maglin.com](http://www.maglin.com) or from your sales representative.

