

# Ordering Information

University of Minnesota - Contract # U42.202

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<b>Contract Period:</b>	Through 6/30/2023
<b>Geographical Coverage:</b>	State of Minnesota
<b>Point of Production:</b>	Holland, MI 49424
<b>Products Included on Contract:</b>	Products included in the January 2023 price list.
<b>Installation:</b>	Installation is extra by dealer.
<b>Payment Terms:</b>	Net 30
<b>Credit Cards Accepted:</b>	Visa, Mastercard or American Express
<b>Time of Delivery:</b>	Most orders are shipped within 30-45 days of received PO.
<b>Freight:</b>	Effective 3/1/2023: <ul style="list-style-type: none"><li>• Orders under \$2,500 list will incur a flat \$25 net fee</li><li>• Orders between \$2,501 list and \$5,000 will incur a flat \$100 net fee</li><li>• Orders between \$5,001 list and \$7,000 will incur a flat \$200 net fee</li><li>• Orders over \$7,001 list ship free</li><li>• Residential freight deliveries will incur a flat \$70 net fee</li></ul>
<b>Pricing:</b>	May 2022 Price List effective through 2/28/2023 January 2023 Price List effective 3/1/2023
<b>Ordering:</b>	The University of Minnesota institution must issue the Purchase Order (PO), referencing the Contract Number UN05-017, to the authorized dealer. Authorized dealers will upload the order through Trendway's ordering portal.

**State Discount Off January 2023 Catalog Pricing:**

Products	Price Range	End User Discount - Delivered
All Except Architectural Products	\$1 - 100,000	58.7%
	\$100,001 - 200,000	59 %
	\$200,001 - over	Negotiable

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**Shipping:**

All orders shipped to any destination within the contiguous United States will be F.O.B. destination freight prepaid, and risk of loss or damage shall pass to Buyer upon delivery. Trendway will determine the method and agency of transportation to be used.

Exceptions to standard prepaid freight are as follows:

- Customer directed expedites (Air Freight, Team Hauls) will be prepaid by Trendway and Customer will be billed the difference between standard and expedited freight.
- Truckload deliveries that are requested to deliver on weekends, Holidays or after 12:00 noon EST on Friday's will have an additional charge of \$450 per truck.
- Excessive unloading (in excess of 2 hours) will be billed at \$50 per hour after the initial 4 hour unloading period.
- LTL shipments normally deliver between 8:00 am and 5:00 pm, Monday through Friday. A specific delivery time on your assigned delivery date can be requested for an additional charge of \$150. This charge does not apply to full-truckload shipments. Requests for specific dates/times falling outside standard delivery timeframe for the carrier serving your area constitute Expedites (see Customer-Directed Expedites, above). Expedite charges do apply to full-truckload shipments.
- Lift Gate service will have an additional charge of \$85 for an LTL carrier. For lift gate service on a truckload, contact Customer Care.
- Inside delivery service starts at \$50. Call Customer Care for quote.
- Reconsignment cost after shipment, starts at \$50. Call Customer Care for quote.
- Special equipment requirements call for a quote.

In the event that special F.O.B. Destination terms are agreed to by Trendway or delivery is made on Trendway-owned or -leased equipment, customer or authorized representative is responsible for noting any freight damage or shortage on the freight bill of lading at time of delivery and must notify Trendway within five (5) days of delivery day of any such damage or shortage. Assistance in a concealed damage claim on an F.O.B. Destination shipment will be provided by Trendway only if the product has been immediately unpacked and both the carrier and Trendway have been promptly notified of resultant damage so the proper inspection can be made.

Shipping Note: Trendway strives to minimize packaging to help the environment and to make installations faster and cleaner.

Trendway ships products in using various packaging methods based upon the product type and shipping method (full truck vs LTL), all of which are designed to provide protection for the product while minimizing packaging materials.

Trendway test packaging designs to ensure their effectiveness.

**Warranty Provision:**

Refer to Trendway January 2023 Price List

**Cancellation / Returns:**

Refer to Trendway January 2023 Price List

**Contractor Address:**

Trendway Corporation, P.O. Box 9016, Holland, MI 49422-9016

**Contact Information:**

Sales – Amy Maxey, 812.661.0599 / AMaxey@fellowes.com

Contract – Melissa Fuller, 812.639.8141 / MFuller@fellowes.com

**Downloads**

➤ [Credit Card Form](#)