

# FREIGHT, CREDIT & TERMS POLICY



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## MERCHANDISE SALES:

- **Freight charges**
  - Free freight is offered on orders over \$200 when invoices are paid within terms. Freight charges will be added to the invoice. The invoice will be marked: “*You may deduct freight charges of \$\_\_\_\_\_ if your payment is received by (date).*”
- **Minimum order handling fee**
  - Orders for merchandise valued at less than \$100 will be subject to a \$5.00 minimum order charge.
- **Merchandise order payment terms**
  - Terms for regular orders are net 60.
  - Special dating for show orders will be offered:
    - One order at or shortly after the Annual Meeting due July 30.
    - One order at or shortly after the Summer Meeting due December 30.
  - Clearance merchandise will receive the same terms as regular merchandise, but not show dating.
  - Special terms may be offered from time-to-time.
- **POE orders**
  - Minimums order requirements may vary of order, depending on the merchandise and its packaging.
  - Regular free freight and terms apply. POE orders may be included in show order dating program when appropriate.
- **Benefits for Business Builders**
  - Extra 30 days dating on regular orders (net 90)
  - 5% discount on merchandise on all regular orders (not clearance, POE, or carrying any other special pricing).
  - Cash Flow Management Plan option (see policy under Membership Policies).

## PUBLICATION SALES:

- **Payment schedule**
  - Spring and Summer Flyers are paid in two monthly installments (April and May); four if two or more versions are purchased (April, May, June and July).
  - Holiday Flyers are paid in four monthly installments (August, September, October and November).

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- For those members on the four month Travel Season Flyer payment schedule and also using Holiday Flyers, their Holiday Flyer payment schedule will be deferred two months (to August through November) so that payments on the two programs do not overlap.
- Business Builders may receive 2-3% discounts on their flyer orders and the Cash Flow Management Plan option.

## ACCOUNT MANAGEMENT and DELINQUENT ACCOUNTS:

Members who do not pay their obligations to ALDA in a timely manner are effectively costing all other members.

- **Credit**
  - Staff may set reasonable credit limits on accounts.
  - Accounts must be in good credit standing to receive special or show dating.
- **Finance charges**
  - A 1% finance charge is to be assessed on invoices past due (30 days past due for merchandise).
- **Delinquent account management**
  - Accounts will be managed using in accordance with the ALDA Credit Review/Order Processing Policy.
  - Members who have been or are delinquent by 60 days or longer may be required to pay some or all of their orders in advance. Shipments may be withheld when accounts are not current.
- **Unpaid items and patronage**
  - Any unpaid invoices, surcharges, or finance charges will be deducted from any patronage scheduled for distribution during the year.