



7756 Main Street, Fabius, NY 13063

315-683-5606

Re: Internet Drop Ship Accounts

Dear Sir/Madame,

As a Drop Ship Account, you must register to gain access to our internet site. You may do so by going to www.villagewroughtiron.com and clicking on the Wholesale Customers "Login or Register" area on the Home Page. Upon approval you will receive an email giving you a User ID and Password for access to our website..

All Drop Ship Accounts once they have reviewed our website and determined that they wish to proceed and sell our products online must also complete our [Drop Ship Account Application](#).

The Drop Ship Account Application is the paperwork we need completed for our accounting department. Once you have faxed or emailed this form signed to our corporate office and have been approved, we will then email you a spreadsheet that includes all of our products codes, UPC Codes, descriptions, product sizes, shipping weights and wholesale pricing for products shown in our current catalog. We also give you a link that will enable you to download the High Resolution Pictures of all products shown in our current catalog for internet use. The cost is \$15 to process your application through our accounting department. Please note, you will not be charged this fee unless you are approved.

Currently any drop ship orders are NOT charged to your credit card until the day they ship!

You will receive an invoice by e-mail for each order and they are uploaded to our website for your review. Please review each invoice carefully. If you selected UPS, FedEx or USPS as your shipping method, in the body of each invoice will appear the tracking number for each order. Or if you prefer, you may review your invoice at our website once you log in then under the "My Account" tab which is in the upper right corner of our website. Then scroll to your order and view the invoice to see the tracking information there.

COSTS AND FEES

We ship using UPS, FedEx and USPS.

The following fees will be charged per order:

\$5.50 **DROP SHIP FEE** is per order not per product. This fee does not include the actual shipping charges . If an order requires more than one box the additional Box Cost is \$1 per box.

OPTIONAL SERVICES

Overnight, 2nd Day, 3 Day Select, or a Rush - Ground Order require special handling internally to ensure they are processed on time. We are only able to ship using UPS for these services

ACTUAL SHIPPING CHARGES

This part of the cost reflects the actual UPS FedEx or USPS Charges. Don't forget that all products that are over 48" long (when boxed) will have **Additional Handling Charges** added to the UPS, FedEx or USPS Shipping Costs

ALL SHIPMENTS TO P.O. BOXES MUST GO BY USPS.

UPS and FedEx are not able to deliver to P.O. Box addresses.

If you wish to have a Delivery Confirmation on USPS shipments to a P.O. Box you must request this in the shopping cart under the "SPECIAL INSTRUCTIONS". Please note the Post Office charges a nominal fee for this service. If you request USPS Priority, the Delivery Confirmation fee is already included in the shipping costs.

If you have your own account with UPS or FedEx, please note that we are able to drop ship your orders using your account number but you must complete the proper form for us. Just ask for it.

TURNAROUND TIME

All Drop Ship orders must be placed through our website and are normally shipped within 1 to 2 Business Days, unless the item is out of stock. If you have an order for a product that is out of stock, you will receive an email advising you when the product will be available to ship.

HOW TO DETERMINE SHIPPING COSTS

Once you have been approved to access our website, you are able to place items in a cart, type in the ship to address and see what options are available to you for shipping. Our website only gives estimates as the feedback of information is acquired from UPS, FedEx and the USPS website. It is based on ALL products total weight being placed in one box. It is not perfect but the estimated shipping is usually close to the actual shipping costs.

Our website takes the total weight and passes that information to UPS, FedEx and USPS website to obtain your estimated shipping costs based on the ship to address you provided. The ship from address is in our location not from your physical address.

On the shipping label we have the return address listed as"

DISTRIBUTION CENTER

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Please note that some products are Over Sized and will be charged through UPS, FedEx and USPS they use what is called "Dimensional Weight" or Ballooned Rate These products are indicated in our catalog by the "OS" abbreviation.

Please note that all products that are over 48" Long boxed will have the "AH" abbreviation for the (Additional Handling) charge which is added to the shipping charges through UPS, FedEx and USPS.

Our catalog indicates which products will have the Additional Handling Charges with the "AH" abbreviation. All products that are oversized have these "OS" abbreviation.

LINKS FROM OUR WEBSITE

Once you have submitted the Drop Ship Account Application AND YOUR SITE IS UP AND RUNNING with our products on it, please email us the following information:

- * The business name you would like listed at our website, the internet address of your website.
- * The category you would like to be listed under.
- * A brief description about your company using no more than 200 characters. If you go over 200 characters, your submission will be rejected automatically. We reserve the right to review, accept, or decline any and all submissions.

Below is a sample submission:

Category: Wrought Iron

Business Name: Village Wrought Iron, Inc.

Website Address: <http://www.villagewroughtiron.com>

Description: Village Wrought Iron is a family owned business selling wrought iron since 1974. Our products are carefully handmade using the finest materials and time- tested methods of craftsmanship. 315-683-5606

(This Example is 198 Characters)

If you have any other questions, please feel free to call me at (315) 683-5606 extension #12.

Sincerely,



Nena G. Harrington
General Manager
Village Wrought Iron, Inc.