

FUNDRAISING TERMS AND CONDITIONS

Please read this very important information. By placing your order you have agreed to our Terms and Conditions.



Calculating Shipping & Handling

- Your grand total is comprised of your order subtotal, plus the shipping and handling costs. **Shipping and handling is 11% of your subtotal for ground service. The minimum charge is \$10.00.** For example, if your order subtotal came to \$215.00, the shipping rate is calculated at $\$215.00 \times .11 = \23.65 for ground shipping, so your order will total \$238.65.
- If your order subtotal is \$90.00 or less, your shipping charge is \$10.00 for ground shipping.
- The rate for our 3-day express shipping is calculated at 22% of your subtotal or a minimum of \$20.00, whichever is greater. For example, if your order subtotal came to \$250.00, the shipping rate is calculated as: $\$250.00 \times .22 = \55.00 and your total order is \$305.00. **3-day shipping is 3 business days AFTER your order has left our distribution center! If your order ships Tuesday you will receive it on Friday. If your order ships Thursday you will receive it on Tuesday.**
- California residents pay 8.75% sales tax and only **\$10.00 for shipping** (taxes subject to change without notice).
- Alaska, Hawaii, International, and Military Shipping: Please call 1.800.684.1555 for rates. If an order is placed online, we will automatically add the required shipping charge, without notice. Unless specified by the customer, we will ship the most economical way.
- We **DO NOT** ship to P.O. BOXES.
- Backorder Policy:** In the event that an item is on backorder and you choose to order it, your credit card will be pre-authorized for the full amount of the order, but will settle for a lesser amount because the backorder didn't ship. Once the item(s) become available, we will automatically process the payment on the same credit card without additional notice. Changes to the backorder can be made at anytime by contacting AAE prior to the processing of the back order. It is the customer's responsibility to inform AAE of any address or contact information changes prior to shipping.



Return Policy

- Our products are guaranteed to sell! Returns on all orders are accepted for refund when received within 45 days of product delivery date. Returns received after 45 days from the original delivery date are subject to a 30% restocking fee. Items received as incomplete or after 90 days from ship date will not be accepted.
- No returns on dated material (Calendars/Planners).**
- Returned items must be in its original packaging, clean and in brand-new condition. Unauthorized returns may be sent back at the customer's expense.



Terms and Conditions of Sale

- \$200 Minimum (discounted pricing, product only) must be met on initial order per catalog season. All orders must be pre-paid by the form(s) of payment listed above. All claims for missing or damaged items must be made within 5 business days of receiving your order and prior to distributing to your customers; only 1 claim allowed per invoice. **We reserve the right to substitute a sold out item with a like item without notice.** All orders are shipped UPS Ground unless otherwise noted by AAE. Orders shipped ground will be delivered within 2 weeks from the day we receive your order with payment.



Important Reminders

- Orders are processed when we receive them WITH payment in full, then shipped and delivered within 2 weeks. **For priority processing and reward points, place your order online at www.black-gifts.com.**
- Contact AAE to have the Fundraiser discount applied to your account. Fundraising orders over \$4,500 earn an additional 5% off!
- To ensure accurate entry of your order into our system, please write legibly and include a good contact phone number or email and your customer ID number, if known. Fax or email the yellow order form, NOT the sales order form from the middle of your catalog.
- If you or your organization is paying by Credit Card, please write your Credit Card number, expiration date, security code, cardholder name, and cardholder signature in the spaces provided on the order form and fax to 916.424.5053, or email to orders@black-gifts.com. Faxed orders are accepted with Credit Card payments only. If you or your organization is paying by Cashier's Check or Money Order, make sure your name and customer ID number are on your payment, and mail it to us with your fundraising order form. After receipt of your order and payment, processing can take up to 72 hours prior to shipment.
- Fundraising accounts must be established with a \$200 minimum order BEFORE commission is earned through the Affiliate Program.** Fundraisers will receive a check at the end of each month for the previous month's qualified orders.

Payment



We accept Visa, MasterCard, American Express, Discover Card, certified Cashier's Checks, and Money Orders. All orders must be pre-paid in full. **NO PERSONAL CHECKS** please. This will delay your order process