



Derr Flooring Co.



MEMO

TO: ALL OUR VALUED CUSTOMERS

FROM: DERR FLOORING CO.

REF: SPECIAL ORDER MATERIAL

1. **A 50% DEPOSIT IS REQUIRED** IN ORDER FOR US TO INITIATE YOUR ORDER WITH THE MILL.
2. **YOU WILL BE NOTIFIED AND YOUR ACCOUNT INVOICED** UPON ARRIVAL OF SAID MATERIAL AT OUR WAREHOUSE AND TERMS ARE EFFECTIVE AS OF THAT DATE.
3. ALL MATERIAL **MUST** EITHER BE PICKED-UP OR DELIVERED WITHIN 30 DAYS. AFTER 30 DAYS, YOU WILL BE CHARGED A MONTHLY STORAGE FEE.

YOUR COOPERATION IS GREATLY APPRECIATED.

THANK YOU!

DERR FOR FLOORS®