

# BACON & VAN BUSKIRK

EST 1937

**GLASS      MIRRORS      WINDOWS      DOORS**

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## **Bacon & Van Buskirk's Procedures, Terms & Conditions for Bacon's Architectural SunShades**

- Unless agreed to otherwise, a 50% deposit along with a written Purchase Order is required from our Client prior to Bacon & Van Buskirk ("B&VB") beginning the manufacturing process.
- After receipt of our Client's deposit and written Purchase Order, B&VB will then place material orders as needed and prepare to receive our Client's Order Forms, sketches and notes including field measurements of daylight openings.
- Upon receipt of our Client's Order Forms, sketches, finish samples and notes, B&VB will furnish shop drawings for approval with sunshade unit quantities, finishes, configurations and dimensions. Those drawings for approval will be transmitted from B&VB to the Client via email, fax or mail. The Client will review and amend the drawings as needed, and issue a copy of the approved shop drawings back to B&VB with an approval signature.
- Upon receipt of approved shop drawings, B&VB will then finish, fabricate, assemble and pack the sunshade units for the Client as quickly as possible. Depending upon the Client's needs and the size of the order, sunshade units may be produced and shipped in several phases.
- The Client will be notified just prior to final completion and packing that completion of the order is imminent. Digital pictures of sunshade units to verify production will be sent by email upon request. Receipt by B&VB of the Client's Final and Complete Payment is required prior to B&VB shipping the order or the final phase of the Client's order.
- The Client is responsible for shipping and its costs from B&VB's plant to the Client's facility.

For questions, please contact Bacon & Van Buskirk at 217-356-6471 or by fax at 217-352-7267 by email at [info@bvbglass.com](mailto:info@bvbglass.com) or by mail at Bacon & Van Buskirk 801 S. Neil Street in Champaign, IL 61820.