

ORDER FORM	
Date:	Invoice #:

ORDER TO:

Company:		Sales Person:	
Address:	Street:	City:	Postal Code:
Phone:		Fax:	

SHIP TO:

Client:			
Address:	Street:	City:	Postal Code:
Phone:		Alt. Phone:	

Hinlim Canada Will Contact your Client to Arrange the Delivery

P.O. No.	Delivery Date	Delivery Time													
		FROM	<table border="1" style="width: 40px; height: 40px; margin: auto;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>					AM PM	TO	<table border="1" style="width: 40px; height: 40px; margin: auto;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>					AM PM
<i>Please give 48 hours ahead to delivery date</i>		<i>Please give 3 hours range delivery</i>													

Quantity	SKU	Description	Installation	
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>

.....
Shipping&Receiving (Hinlim Canada)
 I delivered the products in a good condition

.....
Customer
 I received the products in a good condition

Return & Exchange Policy

Defective items in its original package can be returned for full credit or exchange • Clearance and Final Sale items are neither returnable nor exchangeable • 15% restocking charges apply to all non-defected items returned to us in its original package for refund or exchange.

Pre-Delivery Preparations

• Please assist us in making sure the delivery of your product is successful • Minimum of 48 hours prior to the confirmed delivery date • A Customer Service Representative will contact you 2-3 days before your scheduled pick-up or delivery date to confirm your address, the merchandise you purchased, and if the proposed date is still convenient for you. Orders that cannot be confirmed will be rescheduled • Prior to delivery, we will contact you and offer a 3 hour time window as to when the delivery team will arrive. In rural areas, an approximate time will be offered • Please have a responsible person at home at the time of delivery. For your protection, your purchase will only be delivered if your residence is attended • Please ensure your driveways, entrances and hallways are clear and free from ice, snow, bikes, toys, or other hazards and obstacles • Pre-measure your doorways, entrances, hallways and staircases to ensure your new product will fit. In rare situations where product may be a tight fit, you have the option of approving our attempt for delivery by releasing us from liability for damage to your property (a signed release is required), or by returning to a Hinlim Canada warehouse to make an alternate selection • Our delivery personnel are not licensed to connect or disconnect gas, plumbing, or electrical to or from your appliances. Please arrange to have these items disconnected, if required, before delivery • Due to health and safety regulations, our delivery personnel are required to wear safety footwear at all times. However, we will take precautions to protect your flooring.