

GR Mitchell

BUILDING SUPPLIES & HOME CENTER

GR Mitchell Warehouse Storage Policy

Scope: This policy applies to all special-ordered product categories including, but not limited to, windows, doors, specialty trim, EWP, stairs, etc.

1. Credit Account Customers:

- **Payment Terms:** Orders must be paid for within 30 days of the originally communicated anticipated receipt date (Defined as the day in which GR Mitchell expects to receive the special-order material at one of our warehouse locations). For example, if the product is expected to arrive at our warehouse on April 16, payment must be made by May 16.
- **Storage Fees:** If the material has not been arranged for delivery or picked-up within 30 days of the anticipated receipt date, the account will be charged for the material. Storage fees will start applying to the material and will be charged to the account monthly, starting 60 days from the originally communicated anticipated receipt date.
- **Fee Structure:** Storage fees accrue at a rate of 1% of the total order value per week (7 calendar days), to be billed to the customer's account weekly.

2. Cash Account Customers:

- **Deposit Requirement:** Special orders require a 50% deposit at the time of ordering.
- **Payment Terms:** The balance must be paid within 30 days of the originally communicated receipt date.
- **Storage Fees:** Storage fees will start applying to the material and will be charged to the account monthly, starting 60 days from the originally communicated anticipated receipt date.
- **Fee Structure:** Storage fees accrue at a rate of 1% of the total order value per week (7 calendar days), to be added to the balance of the material.
- **Eligibility for Pick-Up/Delivery:** Orders will not be eligible for pick-up or delivery until the balance of the material and storage fees have been collected by GR Mitchell. This applies to all orders, meaning this is not limited to the stored material order.

3. Non-Account Customers:

- **Payment Terms:** Non-account customers require a 100% down payment on special order materials.

GR Mitchell Headquarters	Custom Millwork Shop	Ironstone Building Materials	Cabinetry Design Showroom
717-464-2999	717-786-7396	717-394-1900	717-757-1011
14 Beaver Valley Pike Willow Street, PA 17584	55 Refton Rd Refton, PA 17568	3009 Hempland Rd Lancaster, PA 17601	2025 Springwood Rd York, Pa 17402

- **Storage Fees:** Storage fees will start applying to the material and will be charged to the account monthly, starting 60 days from the originally communicated anticipated receival date.
- **Fee Structure:** Storage fees accrue at a rate of 1% of the total order value per week (7 calendar days), to be added to the balance of the material.
- **Eligibility for Pick-Up/Delivery:** Orders will not be eligible for pick-up or delivery until the storage fees have been collected by GR Mitchell.

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