



## VENDOR SUMMARY PAGE

The benefits to NEBC membership must be clearly stated in this summary and in your proposal. All fields on this page must be completed.

Be sure information is legible.

**COMPANY NAME** C2F Inc

**WEB PAGE** www.c2f.com

**PRODUCT CATEGORY** art, drafting, and school supplies

**CONTACT PERSON OF RECORD** Judy Rebitzke

**EMAIL** judy\_rebitzke@c2f.com **OFFICE #** 503-914-5532 **CELL #**

**SIGNATURE** \_\_\_\_\_ **TITLE** Asst Sales Manager

	<b>REGULAR TERMS (NON-MEMBER TERMS)</b>	<b>NEBC TERMS (FOR MEMBERS ONLY)</b>
<b>FREIGHT TERMS</b>	\$650 FFA paid within terms	\$650 FFA paid within terms
<b>PAYMENT TERMS</b>	1% 20 net 30 days	1% 20 net 30 day
<b>PRICING DISCOUNTS</b> (%OFF, END COLUMN, \$ DISCOUNT, ETC)	price based on quantity purchased	end column pricing regardless of quantity ordered
<b>MINIMUM ORDER</b>	\$100 net minimum	\$100 net minimum
<b>SET-UP, ART OR SCREEN CHARGES</b>	n/a	n/a
<b>DELIVERY TIME</b>	shipping time is 1-4 days depending on location of member	shipping time is 1-4 days depending on location of member
<b>RETURN POLICY</b>	see attached	see attached

PLEASE INCLUDE CODE OF CONDUCT INFORMATION OR THE WEB ADDRESS WITH YOUR CODE OF CONDUCT LISTED.

If you have any questions, please contact: Mary Ellen Martin CCR, NEBC President  
207-778-7325 or martinme@maine.edu



## New England Buying Consortium

### Features & Benefits

- ❖ Comprehensive inventory of over 15,000 items representing many of the major manufacturers of fine art, graphic art, craft, hobby, engineering, and drafting materials.
- ❖ Twenty-four hour order processing.
- ❖ Three distribution facilities; Beaverton, Oregon, Carlisle, Pennsylvania, and Honolulu, Hawaii.
- ❖ Minimum order \$100 net
- ❖ Full freight allowed on \$650 net orders if paid within terms
- ❖ Terms are 1% 20 Net 30 Days with extended cash terms and dating during promotional periods.
- ❖ Direct link from the NEBC web site to C2F's web site where you can view our catalog on line. With a login and pass word, once you establish an account with us, you can place orders on line, track shipments, view past purchases, plus a variety of other services. [Click here to go to C2F's web site.](#)
- ❖ Professional sales representation and knowledgeable inside sales support.
- ❖ Customized order guides and purchase history reporting.
- ❖ Price label and/or UPC bar code labels at no charge sent with shipments if required.
- ❖ Customer information services including EDI, POS integration, and computer access programs.
- ❖ Internet Services:
  - ◆ Assistance with "home page" set-up and access to C2F catalog.
  - ◆ Customized data base access to parallel stocking inventory.
  - ◆ Promotional products page associated with "home page" or order form.
- ❖ Point of purchase materials including shelf talkers, banners, posters, and fliers created to store specifications.
- ❖ Customized packing slips, invoices, and "fax back" confirmations.
- ❖ Merchandising assistance including plan-o-grams.
- ❖ Custom kits and packaging.
- ❖ Toll free watts lines for order placing, 6:30 am – 5:30 pm PST.
- ❖ End Column Pricing in addition to four promotional periods a year.
- ❖ Complete library of artwork and catalog copy which can be supplied at no charge.

Phone Toll Free 800-547-1544

Order Desk Fax 800-637-7644

**PRICES:**

Prices are subject to change without notice, and all orders will be filled at prices prevailing at time of shipment.

**ORDERING:**

To serve you more efficiently, our order desk is open Monday through Friday, 6:00 a.m. – 5:00 p.m., Pacific Time Zone. Please use the stock numbers and packaging units as shown, and order full packages or cartons as required.

**PRODUCT DISCLAIMER:**

Colorfin Pastels, Golden Artist Colors, En Tour sketchbooks and Faber-Castell items are available through C2F, Inc. only in the United States. Copic available for sale only in North and South America with the exception of Oahu.

**MINIMUM ORDER:**

- Minimum acceptable order is \$100.00 NET. Orders less than this will be assessed a \$10.00 handling charge.
- Will call minimum order is \$100.00 NET. Orders less than this minimum will be assessed a \$5.00 handling charge. Will call not available at our PA facility.
- A MINIMUM of FOUR (4) hours are needed for processing will call orders.

**OPEN ACCOUNTS:**

Signed credit applications are required, whether new dealers or established businesses. Four (4) commercial references allowing open account transactions, bank name and address are required at time of application.

**CREDIT DEPARTMENT PAYMENT TERMS:**

Terms are 1% 20 NET 30 days. A service charge shall be added to any account not paid in full within 30 days of due date. Reasonable attorney fees and other costs incurred for collection will be added to collection claims.

C2F will accept payment for all transactions via Visa, Mastercard, American Express, and Discover cards per the following terms: Customers using a credit card to purchase product must have a preapproved credit card number on file with C2F's Accounting Department including the expiration date and the address and zip code where your credit card bill is mailed. Payments will be processed against your credit card as soon as the product is shipped and invoiced. No cash discount is allowed. Freight allowance may be deducted on orders that exceed the \$650.00 net minimum per C2F's standard freight policy.

Customers wishing to pay their open account receivable balances with a credit card after the product has been shipped and invoiced will be charged a 2.1% service fee based on the invoice total. The service fee charge and all applicable interest charges will be automatically added to the total amount charged to your credit card.

A nondeductible fuel surcharge will be charged on all invoices.

**FREIGHT TERMS:**

Freight charges will be prepaid and charged back on the invoice. On a \$650 net order or more, full freight may be deducted only if paid within stated terms on the invoice. This policy applies to orders shipped from Beaverton, Oregon or Carlisle, Pennsylvania.

We reserve the right to select the carrier on allowed freight shipments. There will be no freight allowance on expedited shipping (i.e. second day, third day, select or overnight parcel services).

**Alaska.** On an order of \$3,000 net or more full freight may be deducted if the invoice is paid within stated terms. A copy of the freight bill must accompany the remittance. Customers using a freight forwarder or designating dockside Seattle, WA can elect to have these freight charges allowed if the invoice is paid within terms. Orders less than \$650.00 are FOB Beaverton, Oregon.

**Canada.** An order of \$1,500 USD net or more will qualify for a full freight allowance to the Canadian point of destination when the invoice is paid within stated terms when shipped from the nearest C2F distribution facility. For all Canadian shipments, when a US shipping point is designated, our domestic freight policy will apply. C2F, Inc. is not responsible for any custom clearance charges, duties, or taxes. Newfoundland/Labrador prepaid to dockside mainland Canada.

Freight charges do not include in bond fees, delivery notification fees, storage fees, or any other fees outside of the transportation charges. These are additional fees and will be charged on the invoice but will not be allowed for deduction. If these charges are known at the time of shipment, they will be included on the original invoice otherwise a subsequent invoice will be issued at a later date.

**Puerto Rico.** An order of \$3,000 net or more will qualify for full freight allowance to the Puerto Rico point of destination when the invoice is paid within stated terms and shipped from our Pennsylvania warehouse. You must submit a copy of the freight bill from Florida to Puerto Rico with your payment in order to deduct these charges.

**Hawaii.** Full freight to dockside of neighboring island will be allowed on orders of \$650 net or more if the invoice is paid within terms. Orders to the Pacific Basin and beyond will be FOB Honolulu, Hawaii. Air freight service is available with a \$10 handling charge. There will be no freight allowance on air freight shipments as we consider this special handling. Due to the increase prices on flammables and several other items with high cube content. Our discounts, immediate delivery and local inventory will hopefully offset this slight increase.

The following items must ship with other goods for prepaid freight. If these items are purchased without other goods, they

are subject to shipping FOB Beaverton, Oregon or Carlisle, Pennsylvania.

Gesso · Foam Core Board · Mailing Tubes · Mat Board  
Poster Board · Project Display Boards · Clay

### **BACK ORDERS:**

Shorted items and special orders will be back ordered, gladly, upon customer request. However, those shipped separately will carry the same terms and conditions of a new order.

Freight is not allowed on back orders unless it is over \$650.00 NET. Upon request, we will gladly combine back orders not prepaid with other orders to reach the prepaid minimum. Any back order under \$25.00 NET will be cancelled.

### **SHORTAGES & CLAIMS:**

Claims for shortages (excluding freight shortages) must be made within ten (10) days after receipt of shipment. All cartons should be opened, unpacked and compared to the packing slip immediately. Check packing material carefully for small items.

Merchandise is carefully packed by experienced packers. We cannot be responsible for any breakage, frozen goods or damage occurring in transit. If damage is not noted on the freight bill the consignee must accept full responsibility for any damage turning up at a later date.

Our Customer Service department is willing to assist in every possible manner in collecting claims or replacement of the materials.

1. A SIGNED DELIVERY SLIP IS YOUR ACCEPTANCE OF MERCHANDISE RECEIVED COMPLETE AND UNDamAGED.
2. Compare the number of cartons indicated on the delivery slip before signing a freight bill or delivery receipt. Note any shortages on receipt and have the driver note the discrepancies.
3. Check for visible damage to cartons. If hidden damage is suspected, insist the carton be opened and note any concealed damage while the driver is present.

### **RETURN OF MERCHNDISE:**

1. ALL MERCHANDISE RETURNS MUST HAVE A RETURN AUTHORIZATION NUMBER ISSUED BY CUSTOMER SERVICE. Please provide an invoice number and reason for each return request.
2. Only items purchased from C2F in the last 60 days are eligible for return.
3. When authorization to return merchandise is given, it is predicated on the assumption that the merchandise will be returned in salable condition, packed in the original factory container with no price markings. Credit will not be issued on counter damage or damage in transit.

4. We reserve the right to assess a 20% restocking charge plus transportation costs both ways.
5. THE FOLLOWING PRODUCTS ARE NON-RETURNABLE TO C2F:  
Contact our Customer Service department for factory direct telephone numbers. (Please note the manufacturer's listed below that offer assistance on parts and repairs.)
  - **Artograph** (repairs and parts available from the factory.)
  - **Cachet**
  - **Iwata** (Repairs available from the factory.)
  - **Paasche** (Repairs available from the factory.)
  - **Testrite** (Broken bulbs from projectors or easels will be replaced at no charge and shipped directly to retailer.)
  - All repairable small appliances: i.e. electric erasers
  - Books
  - Foam Board
  - Paper Products: i.e. pads, sheets, rolls
  - Special order merchandise, non-catalog, seasonal merchandise and special promotional items are non-returnable, except defective items.
  - No obsolete or discontinued items will be accepted for return.
6. **Any returns not having prior authorization will be refused by our Receiving Department.**

### **LIABILITY:**

C2F, Inc. cannot be held responsible for injuries, illness or damages sustained by the misuse of any product. It is the user's responsibility to decide that the product is suitable for his particular requirement. C2F's liability is limited to the replacement of merchandise proven defective with respect to material and workmanship. C2F, Inc. complies with all OSHA requirements and maintains all pertinent information regarding materials in the art and drafting industry. Material safety data sheets are available upon request. C2F is in compliance with the hazardous materials labeling law. This information is published with each issue of the C2F Dealer Price List. Please refer to the most current issue for updated terms and polices.

Revised 2/09

### **BRANCH INFORMATION DISTRIBUTION CENTERS**

**BEAVERTON, OR · CARLISLE, PA. · HONOLULU, HI**

Oregon  
Corporate Headquarters  
P.O. Box 1417  
Beaverton, Oregon 97075  
503-643-9050

United States & Canada  
Toll-Free  
800-547-1544  
Fax  
503-643-0194  
Customer Service Fax Orders: 800-637-7644

Hawaii Phone  
800-593-9090  
Hawaii Fax  
808-591-2248  
E-mail: [sales@c2f.com](mailto:sales@c2f.com)

# C2F, INC

---

C2F, Inc – Corporate Headquarters

PO Box 1417

Beaverton OR 97075

503-643-9050

800-547-1544 Toll Free

800-637-7644 Toll Free Fax For Ordering

Distribution Centers: Beaverton, Oregon and Carlisle, Pennsylvania

E-mail: [sales@c2f.com](mailto:sales@c2f.com)

President: WR Cieslinski

Assistant Sales Manager: Judy Rebitzke

Western Regional Sales Manager: Mark Fastabend

Eastern Regional Sales Manager: Lon Larssen

Sales Representatives & Territories:

Dan Justus	Southern Oregon, Northern California, Reno, Nevada, Alaska
Doug Nefzger	Central and South Idaho, Northeast Oregon, Utah, Elko & Las Vegas, Nevada, Southeast Washington, Western South Dakota
Eileen Satter	Arizona, New Mexico
Garret Sampson	Northeast Washington, Northern Idaho, Montana, Wyoming
James Goodridge	Pennsylvania, Maryland, Delaware
Jerry Dunn	Southern California (San Luis Obispo to Los Angeles West of I110)
Jerry Wolkis/Mike Ross	New Jersey, Southern New York (South of I90)
Joe Cieslinski	Hawaii
John Kozak Sales	Illinois, Indiana, Kentucky, Michigan, Ohio
Jon Schulz	Connecticut, Rhode Island, Maine, Vermont, New Hampshire, Massachusetts, New York
Kathy Raby	West Virginia, Virginia, North Carolina, South Carolina, Washington DC
Ken Cavanaugh	Minnesota, North Dakota, Eastern South Dakota, Wisconsin, Manitoba & Ontario Canada
Kirk Gillespie	Central Colorado (Denver Metro Area, Fort Collins, Colorado Springs)
Mark Riggs	Southern California (San Diego area)
Mary Sparks	Northwest Oregon, Southwest Washington
Nan Williams	Florida, Georgia
Phil Carlin	Northwest & Central Oregon, British Columbia, Alberta & Saskatchewan Canada
Ron Stocke	Northwest Washington
Sandi Probst	Southern California
Scarlett Schmitt	Missouri, Kansas, Iowa, Nebraska
Tom Fekete	Northern California (Bay Area) & Central California (Sacramento to Merced)

C2F, Inc

875 Waimanu Street, Suite 105

Honolulu, HI 96813

808-593-9090

808-591-2248 Fax