

# Guidelines for the Use of Schroeder Industries Display Products

We welcome new opportunities to display and promote our products and encourage our distributors to be equally proactive in this endeavor. We ask that Schroeder distributors requesting display products be very familiar with the following guidelines before requesting Schroeder products for a particular show or other event:

## Guidelines

- Products to be displayed and related information must be recorded on form “Request for Shipment of Display Products and/or Literature”, L-2723 (see other side) at least 6-8 weeks prior to event date. This lead-time will permit the most cost-effective shipping means. Less lead-time will result in the event host assuming responsibility for increased shipping costs.
- Shipping costs will be shared between Schroeder and the event host: Schroeder will pay for non-expedited shipment to the event; event host is responsible for payment of prompt shipment back to Schroeder Industries.
- Completing the Request for Shipment form accurately and in a timely manner will permit the completion of back-to-back event dates.
- Products **MUST** be returned immediately following completion of event and/or demonstration, and are due by the date indicated on form L-2723.
- Products should be carefully re-wrapped in original protective packaging and boxes when shipment is being returned to Schroeder Industries.
- An RGA (Return Goods Authorization) number will be assigned on the attached form and will also be marked on the shipper. This number is to be **CLEARLY** referenced on the return shipment to Schroeder Industries.



580 West Park Road | Leetsdale, PA 15056  
ph. 724.318.1100 | fax 724.318.1200



An ISO 9001:2008 Certified Company

[www.schroederindustries.com](http://www.schroederindustries.com)

Name & Company of Requestor: \_\_\_\_\_

Phone of Requestor: \_\_\_\_\_ Date Request Made: \_\_\_\_\_

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Ship-To Address: \_\_\_\_\_

Shipping Preference: \_\_\_\_\_

Date Shipment Must Reach Ship-To Address: \_\_\_\_\_

Product Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Schroeder Will Pay for Non-Expedited Ground Shipment to Event. Requestor will pay for Return shipment to reach Schroeder by Return Shipment Date.

Identification of Responsible Party for Payment & Return Shipment to SI:

Name of Company: \_\_\_\_\_

Individual's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Return shipment must Arrive at Schroeder Industries, Leetsdale: \_\_\_\_\_

List Products Needed: \_\_\_\_\_ (Internal Use Only: RGA# \_\_\_\_\_)

Quantity Needed	Part Number	Description of Product/Literature

Terms:

- 1) Above material must be returned in same condition as furnished. The undersigned accepts charges incurred by Schroeder repairing/replacing damaged products. Repair or replacement will be at the discretion of Schroeder Industries.
- 2) Above material must be returned using RGA# listed above.
- 3) Above material must be returned by \_\_\_\_\_ (date).
- 4) Requestor pays for return shipment. \*By whatever means necessary to reach Schroeder by the due date above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*My signature indicates I have read the terms above and agree to comply with them as stated.*