

Every effort has been made to ensure that the information we supply is correct.

No guarantee is given or implied that the goods will conform in absolute detail to the description and illustrations.

We reserve the right to amend specification in line with our policy of continuing product improvement.

Prices are subject to variation without notice, although every effort will be made to maintain prices stated.

We supply goods strictly on a 'retention of title' basis, i.e. title of goods does not pass until they have been paid for in full with cleared funds.

We have no complicated account facilities. We accept orders from your Company/ Organisation, and even if you have not dealt with us before, you will find that our Sales Office Staff will be able to help you with your enquiry and arrange for processing of your order by the quickest method.

We do not operate settlement discounts, and all quoted prices are net.

We have no minimum order charge, however orders with a net value, before carriage and V.A.T of less than £30.00, will be subject to an administration charge of £7.50. There will be no administration charge for prepaid orders, or for orders paid by credit card.

All items that we sell are subject to V.A.T.

Settlement Terms are 30 days from invoice date.

Orders are dispatched complete whenever possible, but in the event of shortages, part shipment will be made in the absence of instructions to the contrary.

All goods are dispatched by the quickest practicable method. We use next day carriers for all deliveries.

Carriage and packing is charged on each delivery at a rate of £8.50 for mainland England, £10.00 for Scotland and by prior agreement for offshore islands.

Orders with a net value of over £600.00 will be shipped carriage paid, but we reserve the right to charge carriage at cost for heavy items.

No claims will be entertained unless advised in writing within seven days from date of delivery or collection.

Standard signs supplied correctly against an order, may, by prior agreement, be returned, within 30 days of invoice date, for credit. Before returning any goods, please call our Sales Office for a "Returns Number". When returning the goods please ensure your packing is adequate to protect the goods, and mark the "Returns Number" on the outside of the packaging. If you wish us to collect the goods there will be a minimum carriage charge of £20.00.

The value of any standard signs returned back using this system will be credited to your account, less a handling charge of 30%.

Non standard signs supplied correctly may not be returned for credit.

No part of our catalogues, web sites or literature, may be copied, stored on any type of retrieval system, or reproduced by any method.

The placing of an order implies acceptance of our terms of business.

In any situation where your terms of business conflict with ours, our terms will prevail.

## How to Order

**PHONE** our Reading Sales Office quoting your own Company/Organisation order number. Telephone ordering is quick and efficient and most of our orders are placed in this way. Please back up your telephone order with a written order marked 'Confirmation'.

You can also **POST** your order to us. Orders received by post are processed as fast as telephone orders.

The quickest way of ordering is **FAX**. Our facsimile operates 24 hours per day for orders, important messages or quotations.

You can now send your orders or enquiries to us by **E-MAIL**, anytime day, night or weekends. Contact us at sales@glendining.co.uk

Payment may be made by Credit, Debit or Purchasing Card. Payment on approved credit accounts is required 30 days after invoice date. If you do not have an account with us, one may be opened simply by providing an order on your letterhead, or official order form. References are checked within one hour, and would not normally delay the despatch of your goods.

## Standard Materials

### Aluminium 20 gauge:

Excellent durability for internal and external applications. Pre-drilled for easy application.

### Aluminium 14 gauge:

Tough and durable aluminium for use where the British standard does not apply.

### Aluminium 11 gauge:

Typically used for Road Signs, excellent durability and strength.

### Self Adhesive Vinyl:

Flexible PVC with a permanent adhesive backing.

### Semi-Rigid PVC:

Gloss PVC of 1mm thickness.

### Rigid 3mm PVC:

Tough lightweight rigid foam PVC.

### Rigid 5mm PVC:

Tough lightweight rigid foam PVC ideal for larger signs.

### Zintec:

Zinc coated steel, typically for temporary road signs, and can be supplied with frames

### Magnetic:

2mm thick, ideal for non-permanent application of signs to ferrous materials.

### Corex/Siteboard:

Lightweight corrugated PVC product used for short life signs. Either supplied as the standard 4mm thick product, or as the ultra strong 10mm material.

### Photoluminous:

Glow in the dark material.

### Reflective:

Reflects light back at the viewer.