

Sales Order / Invoice / Purchase Order No.: _____

BILL TO INFORMATION

Name (as it appears on Credit Card): _____

Bill to address: _____

City: _____ State: _____ ZIP: _____

Card Type: ☐ AMEX ☐ Discover ☐ Visa ☐ Mastercard

Card Number: _____

Exp. Date (mm/yy): _____ CVV: _____

SHIP TO INFORMATION

☐ Same as Bill To Information

Contact Name: _____

Ship to address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Credit Card will not be charged until the order is ready to ship. We do not accept third party credit cards. For full Payment Policies, please refer to the Terms and Conditions at www.VandH.com.

Our products are packaged with the utmost care and all items are inspected by our quality control team prior to shipping. Villa & House is not responsible for freight damages. Either you or your receiving company MUST INSPECT each item upon delivery. Damages must be clearly noted on the carrier's Bill of Lading before the driver leaves. If you sign the delivery receipt without noting any damage, you are attesting that the items were not damaged upon receipt, and will negate subsequent claim.

If the damage is severe and you feel that it cannot be easily repaired, please refuse the shipment.

Note: If the driver will not wait while you inspect the shipment, note his name, truck number and "Driver Won't Wait for Inspection" on the delivery receipt. Fax the delivery receipt to us at 201.405.1888.

Damages should be reported to Villa & House within 5 Days of delivery.

Please download Claim Form from VandH.com. Fill out Claim Form and email completed form with required images to claims@VandH.com.

Damaged items should not be moved from the original ship-to location so Carrier can inspect.

We do not accept returns without prior approval. All returns are subject to a 30% restocking fee plus all related shipping fees. For return information, please contact customer service at 201.405.1800. Since it is in the nature of our handmade and hand-painted merchandise to have variations in color, finish and size, returns due to these factors will not be accepted.

By signing and submitting this document, you agree to the Terms and Conditions within the document.

Signature: _____ Date: _____