



## Terms & Conditions

**Issue PO To:**

Duet Resource Group/DJMI  
440 West Vliet Street  
Milwaukee, WI 53212  
414.273.3838 (P)  
414.273.1280 (F)

**Send PO To:**

Duet Resource Group  
440 West Vliet Street  
Milwaukee, WI 53212  
414.273.3838 (P)  
414.273.1280 (F)

1. Please include a copy of your quotation with your purchase order. Your purchase order should stipulate exactly the merchandise or service to be transacted by quantity, finish options and price. In the event that your company does not issue standard purchase orders, then all quotes must be accompanied by a statement on official company letterhead, with an authorizing signature allowing Duet Resource Group to proceed with the order as documented. By submitting a purchase order or authorization letter, you are agreeing to the terms listed on this page.
2. No returns. Any changes or cancellations must happen within 5 business days from the issue date on the purchase order.
3. Any applicable sales or other tax will be added upon invoicing. If you are tax exempt, please provide a copy of a valid sales tax exemption certificate with your purchase order.
4. Duet requires a 50% deposit based on your order total, to be submitted when the order is placed. This deposit should include 50% of the tax for taxable entities. The remaining 50% will be billed upon receipt of product. A deposit check also constitutes as an agreement to proceed with the order as documented on the quote in accordance with the terms & conditions. If punch-list items exist, you will be invoiced 40% of the remaining total, and the remaining 10% after the punch-list items or change orders are completed.
5. Duet reserves the right to collect a finance charge after 30 days of 3.0% per month.
6. Freight and Fuel surcharge. Duet reserves the right to apply a surcharge to customer orders, passed along from its manufacturers.

440 WEST VLIET STREET  
MILWAUKEE, WI 53212

[WWW.DUETRESOURCEGROUP.COM](http://WWW.DUETRESOURCEGROUP.COM)