



Terms and Conditions – Georgia Office Interiors: Effective Date: 04.01.26

These Terms and Conditions (“Terms”) govern the sale of products and services by **Georgia Office Interiors** (“Company,” “we,” or “us”) to its clients (“Client” or “you”). By purchasing from or engaging with our services, you agree to the following Terms.

1. Orders and Acceptance

All orders require a signed quote or approved purchase order. Orders are subject to acceptance by Georgia Office Interiors. For new clients or large transactions, a credit application may be required prior to processing.

2. Payment Terms

- **70% deposit is required prior to order placement**
- **25% due at time of delivery**
- **5% due upon project completion (post-installation/punch list)**

Orders will not be released into production until the required deposit has been received.

Invoices are due within **10 days** unless otherwise agreed. Past due balances are subject to a **1.5% monthly service charge (18% annually)**. The Client agrees to pay all collection-related costs, including reasonable attorney fees.

We accept payment via Check, ACH, and Credit Card (a **3% processing fee** applies to credit card payments).

3. Pricing, Taxes, and Freight

All pricing is subject to change and does not include applicable sales tax, use tax, or other governmental charges unless stated otherwise. Freight, delivery, and installation charges may be added at the time of billing.

Tax-exempt clients must provide valid exemption documentation prior to order processing.

4. Delivery and Installation

Clients are responsible for ensuring that the job site is clean, accessible, and ready for delivery and installation.

Additional charges may apply for:

- Stair carries
- Limited access or site constraints
- After-hours or expedited work

Standard installation hours are Monday–Friday, 8:00 AM–5:00 PM.

Clients are responsible for all electrical, data, and building connections unless otherwise agreed.

5. Risk of Loss

Ownership and risk of loss transfer to the Client upon delivery to the job site. Georgia Office Interiors is not responsible for damages caused by other trades, site conditions, or environmental factors after delivery.

6. Changes and Modifications

Any changes to orders, specifications, or quantities must be approved in writing and may result in changes to pricing and lead times.

7. Returns and Cancellations

Most furniture is custom or made-to-order and is **non-returnable and non-cancellable** once released into production.

Cancellation requests must be submitted within five (5) business days of order placement and are subject to manufacturer approval.

8. Project Delays and Storage

Clients must notify Georgia Office Interiors of any project delays as soon as possible.

If the job site is not ready:

- We reserve the right to invoice up to **90% of the order total**

- Storage and additional handling fees may apply
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9. Freight and Damage Claims

We will assist with freight claims for items delivered and installed by our team. For drop shipments, Clients are responsible for inspecting deliveries and filing any damage claims.

10. Warranty

All products are covered by manufacturer warranties. Georgia Office Interiors does not provide additional warranties beyond those offered by the manufacturer.

11. Project Completion and Punch List

A final walkthrough may be conducted to identify outstanding items. Items not included in the agreed punch list may be subject to additional charges.

12. Limitation of Liability

Georgia Office Interiors shall not be liable for indirect, incidental, or consequential damages arising from the use of its products or services.

13. Governing Law

These Terms shall be governed by the laws of the State of Georgia.

14. Updates to Terms

We reserve the right to update these Terms at any time. Updates will be posted on this page with a revised effective date.

15. Contact Information

Georgia Office Interiors

sales@georgiaoffice.com

Phone: 678.851.6307