

ROMA

DROP SHIP POLICY

- No minimum order required.
- Roma will drop ship your order anywhere in the USA and Worldwide.
- The drop ship fee is \$5.00 per order, not a per item charge.
- You pay for the merchandise and the actual shipping cost.
- Your customer receives the order showing as sent from YOUR COMPANY NAME.
- We do not include the prices you paid for the merchandise with the shipment.
- We do not include any promotional items in the shipment.
- We will send you UPS or USPS tracking once the item leaves our warehouse.
- Returns and exchanges are handled by you.
- Your customer stays your customer.
- Any drop ship canceled prior to the item being shipped out will be charged a \$5.00 cancellation fee to your account.
- Roma will not accept returns from you without a valid RMA #. Under no circumstances will Roma accept returns from your customer.
- Returns are accepted for manufacturer defects only.

DROP SHIP PROCEDURES

- You must have a valid credit card on file to process any drop ships. We are not responsible for delays due to declined or expired credit cards.
- All drop ships must be emailed to sales@romacostume.com
- All emails must contain one drop ship order per email.
- All emails must include your Company name, the customer's complete name and shipping address and the item(s) style number, size and color. We are not responsible for delays caused by incorrect styles and/or addresses submitted to us.
- Email must indicate method and type of service – UPS: Ground, 3 Day, 2 Day, Next Day or Next Day Saturday. US Postal Service: First Class (under 1 pound), Priority or Express.
- International packages will ship US Postal Service.
- All custom duties and taxes are the responsibility of your customer.
- We can use your UPS account to ship packages.
- All requests for Express or Next Day service must be received in our office by 1:00 P.M. Pacific Time.
- All drop ships of in stock merchandise will be processed within 24 – 48 hours. In most cases shipments will process within 24 hours.

USPS Estimated Shipping Rates

USPS Domestic

First Class (delivery time varies)...

Up to 4oz - \$2.66

5oz - \$2.79

...and \$0.13 for every ounce greater

Priority Mail (delivery time between 2 to 3 days)...

Up to 1lb - \$7.53

1lb 1oz to 2lbs - \$10.42

...and \$2.89 for every pound greater

Express Mail (delivery time 1 day)...

Up to 1lb - \$35.04

1lb 1oz to 2lbs - \$38.45

...and \$3.41 for every pound greater

USPS International

First Class International (delivery time varies)...

Up to 8 oz - \$13.54

9oz to 2lbs - \$22.33

2lbs 1oz to 3lbs - \$33.25

3lbs 1 oz to 4lbs - \$50.11

USPS Priority Mail International (delivery within 6 to 10 days)...

Up to 1lb - \$46.08

1lbs 1oz to 2lbs - \$50.49

...and \$4.41 for every pound greater

USPS Express Mail International (delivery within 3 to 5 days)...

Up to 1lb - \$64.93

1lb 1oz to 2lbs - \$70.87

...and \$5.94 for every pound greater

The above rates are estimates ONLY.

There are many details needed in order to obtain an accurate quote...such as; weight, destination, dimensions, value, insurance...etc.

Please email Sales@RomaCostume.com for weights of our products.

DROP SHIP ORDER FORMAT

When submitting your drop ship order...please use the following format...

Item Information:

Item number

Color

Size

Customers information:

Name

Address

Phone Number

Shipping Method:

USPS First Class

USPS Priority

USPS Express

Your Company Information:

Company Name

Email Address

Phone Number