

## ISI STANDARD TERMS AND CONDITIONS

**SCOPE OF WORK:** The work performed by ISI will be as set forth in the approved plans and specifications. Plans and specifications must be approved by ISI prior to any work being performed.

**SINGLE INSTALLATION:** The price is based upon the installation of all items at one time, unless otherwise stated. If Client desires installation to be done in phases, the price is subject to revision.

**ELECTRICAL AND TELEPHONE INSTALLATION:** Electrical and telephone installation services are not included in the price, unless otherwise noted. If quoted, the work will be completed by a licensed electrician.

**ISI EMPLOYEES:** The price is based upon using ISI personnel to complete all phases of the work. If a union jurisdictional dispute occurs resulting in ISI personnel not being able to complete some part of the work, an additional cost will be incurred and charged to Client.

**DELIVERY OF FURNITURE:** Client is responsible for approving furniture and materials at the time of delivery. Delivery and unloading of furniture by ISI is based upon one delivery, unless otherwise noted. If multiple trips are required, the price is subject to revision.

**NORMAL BUSINESS HOURS:** The price is based upon all work being performed during ISI's normal working hours, 7:00 am to 3:30 pm., Monday through Friday.

**CHANGE ORDERS:** The price is based upon the items listed. Any changes in quantities, description, etc. are subject to a price revision. If the scope of work changes at Client's request, a change order will be generated and invoiced accordingly.

**PAYMENT TERMS:** Payment is due upon receipt of invoice. After thirty (30) days, Client will incur 1 1/2% per month interest charge. Any collection costs and attorney's fees incurred by ISI due to delinquent account will be paid by Client.

**JOB SITES:** Client is responsible for controlling all aspects of the job site and for making the job site free and clear of other trades and materials. If any part of the job site is not ready for installation of furniture, an extra cost will be incurred by Client. Security for the furniture is the responsibility of Client.

**ELEVATOR:** Client is responsible for arranging and paying for minimum of one (1) elevator (with operator if required) for exclusive use by ISI for unloading of furniture.

**MANUFACTURER STANDARDS:** ISI will install the furniture per specifications and manufacturer's published standards. Following installation, the furniture will be functionally ready for use.

**ASSEMBLY AND USED FURNITURE:** ISI will assemble or disassemble existing furniture per specifications. ISI is not responsible for the condition, safety and function of used furniture. Client holds ISI harmless from any and all claims arising out of defective furniture or product installed by ISI.

**INSTALLATION VERIFICATION:** By signing the client verification form, Client acknowledges completion and satisfaction with all phases of the work except as specifically indicated to the contrary on the form.

**LATE DELIVERIES:** If a delivery truck is either late or a no-show, or elevator problems or other job site-related delays are encountered, the cost time will be charged to Client at ISI's prevailing rate.

**STORAGE:** The cost for thirty (30) days' storage of furniture which is delivered to ISI's warehouse is included in the receive and delivery costs. After thirty (30) days, Client will be charged for storage at ISI's prevailing rate.