



Sample, Fit Line & Size Run Agreement

TERMS & CONDITIONS · A SIGNED AGREEMENT IS REQUIRED BEFORE ANY SAMPLES ARE PROCESSED

McDonald Uniforms is glad to send product samples, fit lines, and size runs so your department can see the product first and your members can confirm their sizes before a custom order is placed. To keep uniform pricing as low as possible for every agency we serve, **all shipping costs for samples are the customer's responsibility**. Please read the terms below, complete page 2, and sign. Samples are processed as soon as we receive the signed agreement.

\$15 / SHIPMENT

Flat-rate freight, billed per shipment

14 DAYS

Samples must be returned within 14 days of delivery

DAY 15

Anything not returned is invoiced at full retail value

10% / WEEK

Late returns are credited less 10% per week late

1. What this agreement covers

This agreement applies to all product samples, fit lines, size runs, and demonstration items (together, "Samples") that McDonald Uniforms sends to the customer named on page 2, and any further Samples sent to that customer within 12 months of signing. Samples are loaned, not sold, and remain the property of McDonald Uniforms until returned or paid for.

2. Shipping to you is billed to you — flat \$15.00 per shipment

The customer is billed a **flat \$15.00 for each sample shipment we send**. This charge applies whether or not an order is placed, and it is not waived or credited against a later order. The flat rate may vary with the weight of the Samples requested and the number of packages required to ship them; if a shipment will cost more than the flat rate, we will tell you the amount before it ships.

3. Return shipping is your responsibility

McDonald Uniforms does not provide free return labels. The customer chooses one of the following on page 2:

- (a) **Arrange your own return.** Ship the Samples back at your own cost, using a carrier with tracking, to McDonald Uniforms, 3019 Darnell Road, Philadelphia, PA 19154.
- (b) **Request a return label from us.** We will email a return label at the same flat **\$15.00 per shipment, billed to you**. Return freight billed this way is due and must be paid like any other invoice.

4. 14-day return window

Samples must be returned within **14 calendar days**. The 14 days begin on the date the carrier shows the Samples as delivered to you. A return counts as made on the date of the carrier's first tracking scan of the return package.

5. Unreturned Samples are invoiced on day 15

Any Samples not returned within the 14-day window will be **invoiced at their full retail value** on day 15 — the retail prices in effect on the ship date, listed on the packing slip in the box.

6. Late-return charge

If invoiced Samples are returned after the 14-day window, McDonald Uniforms will issue a credit for the returned items **less a late-return charge of 10% of each item's retail value for every week, or part of a week, beyond the window**. Samples returned 10 or more weeks late receive no credit.

Example: a \$120.00 jacket returned 2 weeks late is invoiced \$120.00 on day 15 and credited \$96.00 when it comes back (\$120.00 less 2 × \$12.00).

7. Condition of returned Samples

Samples may be tried on for fit. They must come back clean, undamaged, and unaltered — no hemming, patches, emblems, embroidery, name tapes, or markings — with all parts, tags, and packaging as received. Samples returned damaged, soiled, altered, or incomplete will be invoiced at full retail value as though they were not returned.

8. Responsibility for Samples

The customer is responsible for Samples from the time they are delivered until McDonald Uniforms receives them back, including while in return transit, and we recommend insuring them. Samples lost or damaged in transit are invoiced at full retail value.

9. Payment

Freight, late-return charges, and invoices for unreturned Samples are due and must be paid — billed to the customer's account under its normal terms, or charged to the card provided by phone, as selected on page 2. **Customers without an established McDonald Uniforms account require payment up front for any samples.**



Sample Request & Acknowledgment

Complete, sign, and return to service@mcdonalduniforms.com or fax (215) 673-0607 before samples are processed. * = required

A CUSTOMER INFORMATION

AGENCY / COMPANY NAME *		ACCOUNT # (IF KNOWN)	SAMPLES NEEDED BY
CONTACT NAME *	TITLE / RANK	PHONE *	EMAIL *
SHIP-TO STREET ADDRESS *		CITY *	STATE * ZIP *

B SAMPLES REQUESTED

QTY	ITEM / STYLE #	COLOR	SIZE(S)	RETAIL VALUE EACH

C FREIGHT PAYMENT — CHOOSE ONE *

Flat-rate freight — \$15.00 billed per shipment

- ☐ **Bill our account.** Account / PO #: Billed under your account's normal terms.
- ☐ **Charge a credit card.** Call for card at: **Do not write card numbers on this form.**
- No account with us yet? Samples and freight are paid up front — we will call for payment before your samples are processed.

D RETURN SHIPPING — CHOOSE ONE *

- ☐ **We will arrange our own return** — trackable carrier, at our cost, to 3019 Darnell Road, Philadelphia, PA 19154.
- ☐ **Email us a return label** — we understand the \$15.00 flat rate (or the quoted amount) will be billed to us and must be paid.

E ACKNOWLEDGMENT & SIGNATURE

INITIAL EACH *

	Freight for Samples is our responsibility — \$15.00 per shipment, including the return label if we send one.
	Samples not returned in 14 days are invoiced on day 15 ; late returns are credited less 10% per week.
	We are responsible for the Samples until you receive them back clean, unaltered, and complete.

By signing, I confirm I have read and agree to this Sample, Fit Line & Size Run Agreement on behalf of the customer named above, that **freight for Samples is the customer's responsibility**, and that I am authorized to accept these charges. If a credit card is selected, I authorize McDonald Uniforms to charge it for freight and any other charges under this agreement.

AUTHORIZED SIGNATURE * (CLICK THE BOX TO SIGN DIGITALLY, OR PRINT AND SIGN)

DATE *

PRINTED NAME *

TITLE / RANK *

OFFICE USE ONLY	Date shipped	Tracking #	Delivered	Return due (day 14)	Date returned	Initials