



**Village Wrought Iron, Inc.**  
7756 Main Street, Fabius, NY 13063  
315-683-5606

Re: Internet Drop Ship Accounts

Dear Sir/Madame,

As a Drop Ship Account, you must register to gain access to our internet site. You may do so by going to [www.villagewroughtiron.com](http://www.villagewroughtiron.com) and clicking on the "Wholesale Customers" area on the Home Page, or at the top of the Home Page, "Create An Account" and then select under the New Customer area the "Continue" button. Upon approval you will receive an email giving you a User ID and Password.

All Drop Ship Accounts must also complete our **Drop Ship Account Application**.

The Drop Ship Account Application is the paperwork we need completed for our accounting department. Once you have faxed or emailed this form signed to our office and have been approved, we will then email you a spreadsheet that includes all of our products, codes, descriptions, sizes, shipping weights and wholesale pricing for products shown in our current catalog. We also give you a link that will enable you to download the Low Resolution Pictures of all products shown in our current catalog for internet use. The cost is \$15 and will be charged to your account only upon approval of your application.

Drop Ship Orders are NOT charged to your credit card until the day they ship! You will receive your invoice by e-mail for each order. Please review each invoice carefully. If you selected UPS or FedEx as your shipping method, in the body of each invoice will appear the tracking number for each order. USPS will only issue a tracking number if you select USPS Priority or request Delivery Confirmation. If you requested your order to ship by UPS, you will receive an automatic e-mail directly from UPS which has the Tracking Number so you can check the status of a shipment.

## **COSTS AND FEES**

We ship using UPS, FedEx and USPS.

The following fees will be charged per order:

- \$5.50**      **DROP SHIP FEE** is per order not per product. This fee does not include the actual shipping charges . If an order requires more than one box the additional Box Cost is \$1 per box.

### **OPTIONAL SERVICES**

Overnight, 2nd Day, 3 Day Select, or a Rush - Ground Order require special handling internally to ensure they are processed on time. We are only able to ship using UPS for these services

### **ACTUAL SHIPPING CHARGES**

This part of the cost reflects the actual UPS FedEx or USPS Charges. Don't forget that all products that are over 48" long (when boxed) will have **Additional Handling Charges** added to the UPS, FedEx or USPS Shipping Costs

### **ALL SHIPMENTS TO P.O. BOXES MUST GO BY USPS.**

UPS and FedEx are not able to deliver to P.O. Box addresses. If you wish to have a Delivery Confirmation on USPS shipments to a P.O. Box you must request this in the shopping cart under SPECIAL INSTRUCTIONS. They charge a nominal fee for this service. If you request USPS Priority, the Delivery Confirmation fee is already included in the shipping costs.

If you already have your own account with UPS or FedEx, please note that we will be able to drop ship your orders using your account number but you must complete the proper form for us. Just ask for it.

## **TURNAROUND TIME**

All Drop Ship orders must be placed through our website and are normally shipped within 1 to 3 Business Days, unless the item is out of stock. If you have an order for a product that is out of stock, you will receive an email advising you when the product will be available to ship.

## **HOW MANY BOXES WILL THIS ORDER REQUIRE?**

The following method may help you determine if the products ordered will fit in one box or require two: Can all of the products ordered fit in a box measuring no more than 48 square inches (i.e. 16x16x16)? If they can, the shipment will go in a single box. If not, it may require multiple boxes.

If your customer was ordering a CUR-22-60 (Curtain Rod that extends to 60" Long) and a RB-89 (Newspaper Holder that is 17 ½"W x 11"H x 14 ¾"D), neither of these items can fit in the same box and the shipment will therefore require two boxes.

BUT, if they were ordering 6 pairs of Curtain Tie Backs, they would all fit in a 14"W x 16"H x 18"D box.

## **HOW TO DETERMINE SHIPPING COSTS**

First, calculate the total shipping weight for your order. This can be determined by the shipping weights listed for each product at our website or on the spreadsheet provided once your Drop Ship Account Application was approved and Registration Fee paid.

Our website takes the total weight and passes that information to UPS, FedEx and USPS website to obtain your estimated shipping costs based on the ship to address you provided. The ship from address in our location not from your physical address.

Some products are Over Sized and will be charged through UPS, FedEx and USPS at Dimensional Weight (like our Wood Racks and longest Curtain Rods) This is indicated in our catalog by the OS abbreviation.

Please note that all products that are over 48" Long (when boxed) like our curtain rods that extend 113" to 130" will have the AH (Additional Handling) charge added to the shipping charges through UPS, FedEx and USPS.

Our catalog indicates which products will have the Additional Handling Charges with the AH abbreviation. All products that are oversized have these OS abbreviation.

## **LINKS FROM OUR WEBSITE**

Once you have submitted the Drop Ship Account Application AND YOUR SITE IS UP AND RUNNING with our products on it, please email us the following information:

- The business name you would like listed at our website, the internet address of your website.
- The category you would like to be listed under.
- A brief description about your company using no more than 200 characters. If you go over 200 characters, your submission will be rejected automatically. We reserve the right to review, accept, or decline any and all submissions.

Below is a sample submission:

Category: Wrought Iron

Business Name: Village Wrought Iron, Inc.

Website Address: <http://www.villagewroughtiron.com>

Description: Village Wrought Iron is a family owned business selling wrought iron since 1974. Our products are carefully handmade using the finest materials and time-tested methods of craftsmanship. 315-683-5606      *(This Example is 198 Characters)*

If you have any other questions, please feel free to call me at (315) 683-5606 extension #12.

Sincerely,



Nena G. Harrington  
General Manager  
Village Wrought Iron, Inc.

7-2016