

**Levels of Discovery (LOD)  
Drop Shipment Policy  
2009**

**Levels of Discovery LLC has developed the following policies and procedures for drop ship service to our customers:**

1. Print, sign and return this form to register as a qualified “drop ship” customer.
2. Send orders via e-mail: [sales@levelsofdiscovery.com](mailto:sales@levelsofdiscovery.com) or fax: 1-866-980-2489.
3. In order to process your order, we need a completed New Account/Credit application or a credit card number (Visa, MasterCard or Discover). We will not accept payment direct from the consumer.
4. Upon receipt of order, LOD will advise within two business days if item(s) are in stock or out of stock (with expected date to fill order).
5. If item(s) are in stock, orders will ship from our Roselle, Illinois, (a suburb of Chicago) warehouse within three business days.
6. Our pricing policy is as follows for all drop ship orders within the 48 contiguous states:
  - a. Regular wholesale price for the merchandise
  - b. \$5.00 handling charge per “ship to” address with a maximum of 3 pieces per order. Larger quantities will be charged \$5 for each additional 3 items per order.
  - c. UPS Ground shipping charge per item: (UPS Ground rate within 48 contiguous states) – See attached MSRP/MAP/Drop ship freight charges form.

*(Note: If shipment other than UPS ground is desired, please call our customer service Toll Free @ 1-866-980-2536 for a rate quote.)*

7. Each order must include all shipping and handling charges in order to be processed.
8. A Levels of Discovery company packing list will be included with one carton of each “ship-to” order. If you need other paperwork to be included with shipment, please contact us for this additional service quote. *Note: Packing slips do not contain any pricing information.*

**Policy/Procedures for use of Levels of Discovery product images:**

1. Sign and return this form to register your account as an LOD dealer.
2. Download images from our Web site [www.levelsofdiscovery.com](http://www.levelsofdiscovery.com) or send a request via e-mail to [webmaster@levelsofdiscovery.com](mailto:webmaster@levelsofdiscovery.com) to receive a CD with all product images, logos and copyright notices. The cost for each CD is \$10.00 with payment by credit card only. Please allow 7-10 business days for the CD.

3. The brand name(s) "Levels of Discovery," "Rock A Buddies®" and "Rock A Buddies, Jr.®" **must** be included, along with the proper copyright information (©Levels of Discovery or ©LOD) when our products are shown in print or on the Web.
4. We reserve the right to refuse permission to display our products and/or accept orders from anyone.

*Note: The above policies and procedures are dated 1/01/09 and are subject to change without notice.*

I have read and agree to abide by all of the policies and procedures listed above. I have also read and agree to abide by both the "Promises and Expectations" and MSRP/MAP price list documents.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_

E-mail: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax #: \_\_\_\_\_ State Resale Cert. #: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person phone #: \_\_\_\_\_

Contact person email: \_\_\_\_\_

Accounts payable contact: \_\_\_\_\_

Accounts payable phone #: \_\_\_\_\_

Accounts payable fax #: \_\_\_\_\_

Accounts payable contact e-mail: \_\_\_\_\_

Please return to [sales@levelsofdiscovery.com](mailto:sales@levelsofdiscovery.com) or fax to 1-866-980-2489