



Government contract terms and conditions

Terms and Conditions

1. **Central Contractor Registration Notification:** Terri Spahr Nelson dba: Sugati Publications is CCR registered (CAGE Code: 4JR48; DUNS #: 939760781). Sugati Publications is a certified woman and veteran owned small business.
2. **NCAIS CODES:**
511130 Book Publishers;
541990 ALL OTHER PROFESSIONAL, SCIENTIFIC & TECHNICAL SERVICES;
611430 PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING;
3. **POC:** Terri Spahr Nelson, 513-523-0197, ext. 4, tsnelson@sugatipublications.com
4. **Payment Address:** P.O. Box 136, Oxford, OH 45056
5. **Catalog available online at:** www.sugatipublications.com (Sugati Publications)
6. **Minimum Order:** 50 booklets (or sample pack of 3 booklets @ \$10. incl. shipping)
7. **Geographic Coverage (Delivery Area):** United States, all US territories and Military Mail.
8. **Shipping/Delivery:** US Media Mail (1-2 weeks upon receipt of payment). Expedited delivery (priority or overnight service) available at an additional cost to the customer. The customer should contact Sugati Publications for quotes on delivery other than US Postal Media Mail.
9. **Quantity Discounts:** No quantity discounts are available.
10. **Payments:** Check or credit card (Visa or Master Card); Government Commercial Credit Card accepted. Purchase orders also accepted.
11. **Place orders at the following addresses or numbers:**
Sugati Publications, P.O. Box 136, Oxford, OH 45056,
Telephone: (513) 523-0197, ext 4; online: <http://www.sugatipublications.com>
12. **Warranty Provisions:**
Defective and incorrect items may be returned within 15 days of receipt. Please notify Sugati Publications upon receipt of any damaged or incorrect orders at: admin@sugatipublications.com
13. **Terms and Conditions of Government Purchase Card Acceptance:** Same as for all other orders. No special concessions are granted for the use of Government Credit Card.