THIS ORDER IS PLACED SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

1. City of Moorpark reserves the right to cancel all or any part of an order if not received when promised.

2. All material and work will be subject to the City of Moorpark inspection and approval. If material is rejected, same will be subject to seller's instructions, at seller's risk, and returned at seller's expense.

3. Any change or modification of this order shall be made only upon written approval of the City's Department of Administrative Services

4. On freight shipments, if not specified ship the most economical route.

5. C.O.D. shipments will not be accepted.

6. Freight charges, if any, must be itemized on invoice.

7. Goods will be received Monday through Friday, and not on public holidays, between the hours of 8:00 A.M., to 12:30 P.M., and 1:30 P.M., to 5:00 P.M.

8. No responsibility will be assumed by City for verbal orders issued without a purchase order number.

9. Goods and equipment must conform to all State and Federal Safety Regulations.

10. City of Moorpark is exempt from Federal Excise Tax, and exemption certificate will be furnished upon request.

11. Any invoice submitted must be by the firm shown on the purchase order.

12. All invoices must be sent to City of Moorpark, Finance Division, 799 Moorpark Avenue, Moorpark, CA 93021.

13. Invoices without purchase order numbers may be withheld for payments, pending confirmation.

14. Payment Terms – The City's payment terms are 30 days from the receipt of an original invoice referencing the City's purchase order number, acceptance of the materials, supplies and equipment, or services (Net 30).