



Morbern



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Sample Shipment Guidelines

Dear Valued Customer:

This memo is to clarify Morbern's sample fulfillment program as it relates to memo sample fulfillment along with the corresponding shipping expectations. Morbern provides the following:

1. Same day shipments if received by 3pm EST
2. Shipment details and tracking information provided upon shipment
3. Memo samples(5"x7") are shipped free of charge
4. Regular ground shipping via FedEx or UPS is at no charge
*If expedited shipping is required(overnight, 2nd day, etc...), the customer must provide their shipping account information and clear instructions clarifying which expedited service is required. Expedited shipping is at the customer's expense.

Warm regards,

John McGinnis

John McGinnis
Director Global Operations

