

PURCHASE ORDER

Form to be used for non-recurring Services Less than \$5,000 and Goods Greater than \$5,000

Responsible Party's Name: _____

Preparer's Signature: Denise L. Smith

P.O. NUMBER: _____

(to be completed by Accounting)

This Order Number Must Appear On All Packages, Invoices and Shipping Papers

Property	Suite	Job #	Cost Code	Amount

Authorizing Signature: Thomas Moses
Thomas Moses, Senior Property Manager

PURCHASE ORDER DATE: _____

Seller Name: _____ Address: _____ City, State, Zip: _____ Phone Number: _____ Fax: _____ Contact Person: _____		Property Name: _____ Billing Address: <u>283 Cranes Roost Boulevard, Suite 250</u> City, State, Zip: <u>Altamonte Springs, FL 32701</u> Phone Number: <u>(407) 332 - 4480</u> Fax: <u>(407) 834 - 4023</u> A/P Contact Person: Cindy Thomas - <u>ap@emerson-us.com</u>	
Commencement Date of Work or Service	Delivery/Completion Date of Work, Service or Goods	<input type="checkbox"/> Shipping Address Same as Billing Address <input type="checkbox"/> Shipping Address if other than Billing Address (see below)	
QUANTITY	DESCRIPTION (including model/serial #, if applicable)	UNIT PRICE	AMOUNT

SUBTOTAL \$ _____

SALES TAX: ☐ Included Above ☐ Exempt ☐ Orange County 6.5% ☐ Seminole County 7% ☐ Other ____% \$ _____

Terms of Payment: (Check 1) ☐ TYPE A ☐ TYPE B ☐ TYPE C

TOTAL VALUE OF THIS ORDER \$ _____

Type A. Full payment due 30 calendar days after Purchaser's receipt of invoice following delivery and/or performance, and acceptance of goods and/or services purchased.

Type B. Same terms as Type A above, but with 2% discount if paid within 10 calendar days after Purchaser's receipt of invoice following delivery and/or performance and acceptance of goods and/or services.

Type C. Other (As described in Purchase Order Description section).

Shipping Address if other than Billing Address

Street: _____

City, State, Zip: _____

SIGN AND RETURN THIS PURCHASE ORDER TO PREPARER WITHIN 10 DAYS

Signature below constitutes acceptance of all terms and conditions on Page 2

ACCEPTED BY:

Seller: _____

By: Allen Munn

Title: _____

Date: _____

Purchaser: _____

By: _____

Title: _____

Date: _____

PURCHASE ORDER TERMS AND CONDITIONS

1. **DEFINITIONS.** As used herein, the term "Purchaser" refers to the Purchaser shown on Page 1 of this Purchase Order. The term "Seller" refers to the person or entity accepting this Purchase Order as indicated on Page 1.
2. **INVOICES.** All invoices from Seller shall feature prominently on the front page of the invoice the Purchase Order number, model number, serial number and other applicable specifications on all goods and services furnished on this order. The following terms of payment shall apply, as indicated on the Page 1.
Type A. Full payment due 30 calendar days after Purchaser's receipt of invoice following delivery and/or performance, and acceptance of goods and/or services purchased.
Type B. Same terms as Type A of this item but with 2% discount if paid within 10 calendar days after Purchaser's receipt of invoice following delivery and/or performance and acceptance of goods and/or services.
Type C. Other (As described on Page 1).
3. **MODIFICATIONS.** Seller may not alter, delete, add to or vary any of the terms and conditions contained in this Purchase Order. Any attempt by Seller to alter, vary, add to or delete any part of this Purchase Order shall be null and void. The Purchase Order may only be altered, varied, added to or deleted by a written instrument signed by an authorized representative of Purchaser specifically agreeing to the alteration, variance, addition or deletion from the Purchase Order.
4. **PRICE.** The Price set forth herein to be paid by Purchaser may not be increased unless an authorized representative of Purchaser has agreed to a higher price in writing.
5. **PACKING.** Purchaser will not be charged for and will not be responsible for paying any charges for boxing, crating or packing.
6. **SCHEDULE.** Time is of the essence with respect to the obligations of Seller under this Purchase Order. Seller shall be obligated to strictly comply with any delivery dates or schedule set forth on the Page 1 of this Purchase Order.
7. **INSURANCE.** Seller represents and warrants that it maintains the following: (i) workers compensation or other comparable insurance as required by law; and (ii) comprehensive general liability with limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and automobile liability insurance with a separate minimum limit of \$1,000,000. Upon execution of this Purchase Order and at any other time requested by Purchaser, Seller shall provide Purchaser with current certificates of insurance and/or copies of the declaration pages and/or insurance policies evidencing the foregoing insurance. Any insurance maintained by Seller shall be primary in the event of any claim asserted by any person or entity including Purchaser.
8. **DELAYS.** Seller shall be liable for any and all consequential, incidental or special damages suffered by Purchaser as a result of any delays in delivery by Seller to Purchaser. In the event of any delay in delivery of goods or services by Seller, Purchaser shall have the unqualified right to terminate and cancel this Purchase Order and contract with a third party for the goods or services described on the Page 1 of this Purchase Order. In such event, Seller shall be liable to Purchaser for all increased costs and damages incurred by Purchaser.
9. **INDEMNIFICATION.** As a material inducement to Purchaser to enter into this Purchase Order with Seller, Seller hereby agrees to indemnify and hold Purchaser, and its employees, members, managers, officers, directors, contractors and assigns harmless from any and all losses, damages, costs or expenses, including attorneys' fees, incurred by any of them arising out of or relating to the goods or services provided by Seller hereunder, except where such matters arose as a result of the gross negligence of the indemnified party.
10. **WARRANTIES.** Seller expressly warrants that any goods provided by Seller under this Purchase Order shall be new and of good quality and free from any defects in material or workmanship. Seller hereby guarantees all materials and workmanship for a period of one year from the date of receipt of the goods or services by Purchaser. Seller's liability for latent defects in materials or workmanship shall not be limited by this one-year guarantee period but shall be in conformity with the limitation period set forth by Florida Statutes.
11. **INSPECTION AND ACCEPTANCE.** All goods delivered to Purchaser shall be received subject to inspection and approval by Purchaser. Acceptance of any goods by Purchaser shall not relieve Seller from any of its obligations and warranties as set forth in these Terms and Conditions. Under no circumstances shall payment by Purchaser to Seller be construed as acceptance of non-conforming or defective goods.
12. **DEFECTIVE GOODS AND/OR SERVICES.** In the event problems arise relating to the use or performance of any goods and/or services during the warranty period provided in Section 10 above, Purchaser agrees to notify Seller prior to performing corrective work (except in cases of emergency). Seller shall advise Purchaser within five (5) calendar days as to the corrective actions which Seller will take at Seller's expense. If Seller does not advise Purchaser within five (5) calendar days of written notification as to what corrective actions it will take, Purchaser may immediately proceed to take all reasonable actions to remedy defective items and/or work, including, but not limited to, renting or otherwise acquiring temporary replacements for items ordered until curative measures are completed by the Seller or Purchaser, all at the expense of Seller. Seller shall be responsible for all costs associated with repair of defective goods and services, including but not limited to, removal, freight both ways, and reinstallation. Seller shall also be responsible for costs associated with repairing any property damaged in the course of removing or repairing Seller's defective material or workmanship.
13. **ASSIGNMENT.** This Purchase Order may not be assigned by Seller without Purchaser's express written consent.
14. **LAWS.** Seller warrants that all applicable federal, state and local laws have been complied with by Seller in the course of performing under this Purchase Order. Seller agrees that the terms of the Purchase Order shall be construed in accordance with Florida law.
15. **DISPUTE RESOLUTION.** In the event of any dispute arising out of or relating to this Purchase Order, the Courts in the County in which the Property identified on Page 1 is located shall have sole and exclusive jurisdiction to adjudicate any dispute between the parties. The prevailing party in any such litigation shall be entitled to recover its attorneys' fees and costs and any expert fees.
16. **CANCELLATION OF PURCHASE ORDER.** This Purchase Order shall become null and void automatically unless executed by Seller and delivered to Purchaser within ten (10) days from the Purchase Order Date, set forth on the first page of this Purchase Order.
17. **CONFLICT.** In the event of any conflict between any term of this Purchase Order and any term in a document attached hereto, including, without limitation, a proposal, bid or estimate, the conflicting term of this Purchase Order shall control.
18. **COUNTERPART/ELECTRONIC SIGNATURES.** This Purchase Order may be signed by Seller and Purchaser in separate counterparts which, when combined together, shall constitute a single, binding legal instrument. Signatures to this Purchase Order may be transmitted by email, facsimile or other electronic means and such electronic copy shall constitute a legally binding, original signature for all purposes.



301a Enterprise St
Ocoee, Florida, 34761

Tel: 407-295-5200 Orlando
321-622-8909 Melbourne

Website: www.VUWindowTreatments.com

PO #1021

Quotation No.
VU603768
Account Number
EMERSON REAL ESTATE SERVICES INC
Date
09-09-2025
Sales Person
Ahren

Quote To	Mrs. Lisa Snow Emerson Real Estate Services, Inc. 283 Cranes Roost Boulevard Suite 250 Altamonte Springs Florida 32701 Ph: 4074560244
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Deliver To	Mr. Donnie-3212994866 Cox Emerson Real Estate Services, Inc. 307 Cranes Roost Blvd Altamonte Springs Florida 32701 Suite 1000 - Sanchez & Brown
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#	Location	Product	Description	Qty	Net	Total
1	office 1	Verticals	Supplier: VU Window Treatments, Mount: IB, Stack: OWL, Valance: Clear Edge Square Corners, Extras: New Track Only, Take Downs: Take Downs	1	117.69	117.69
2	office 2	Verticals	Supplier: VU Window Treatments, Mount: IB, Stack: OWR, Valance: Clear Edge Square Corners, Extras: New Track Only, Take Downs: Take Downs	1	113.05	113.05
3	SUITE 1000	Labor/Comments	Supplier: VU Window Treatments, Special Instructions: ADDED A WALL, Location: SUITE 1000, Labor and Trip Fees: Labor/Trip Fee	1	125.00	125.00

Customer Message

***This is a custom order, all orders under \$1000 must be paid in full to begin production, all orders over \$1000 will require a 50% deposit. THE FINAL PAYMENT WILL BE DUE **PRIOR** TO INSTALLATION. If the installation cannot be completed due to a service, you will be required to pay the balance minus the item to be serviced.

***Customer to remove old window treatments prior to installation, unless TAKE DOWNS are noted on the order. **FURNITURE AND BREAKABLES WILL NEED TO BE MOVED PRIOR TO ARRIVAL.**

***All free hanging verticals do not close tight. A view into the room is possible on an angle. 2" Horizontal blinds do not close tight. Light gaping will occur. This is the nature of the blind. Room darkening shades are not blackout shades unless side channels are added. With side channels there is still a possibility of light leakage. OVERSIZED shutter panels may require them to be lifted into the window due to size.

***No specific time of day can be promised for delivery. It is the policy of VU Window Treatments to deliver all items as quickly as possible. Unfortunately we are dependent upon our suppliers to help us meet anticipated delivery dates. Our promise of delivery is based upon deliveries to us, therefore subject to revision due to the above factors.

***THIS IS A CUSTOM ORDER AND CAN ONLY BE CANCELLED WITHIN 3 DAYS OF DEPOSIT. The details on the order are final once in production. If you do not understand the terminology of the products selected, please ask your sales advisor.

Changes must be made within 3 days of deposit. QUOTES ARE VAILD FOR 30 DAYS.

Subtotal : \$ 355.74
Sales Tax : \$ 24.90
Total : \$ 380.64
Deposit : \$ 0.00
Balance : **\$ 380.64**

Remittance Advice

Customer: Emerson Real Estate Services, Inc.
Quotation No: VU603768
Quotation Date: 09-09-2025
Total Due: \$ 380.64
Paid: \$

Please detach and send with payment to:

VU Window Treatments
301a Enterprise St
Ocoee, Florida, 34761