

## **Terms and Conditions**

1. **ACCEPTANCE:** A Western New England University Purchase Order (PO) is an offer by the University to purchase goods and/or services. Any of the following acts shall constitute acceptance of this order: delivery of any of the goods ordered; commencement of performance; or written or verbal acknowledgement expressly accepting the terms set forth. Any additional or different term or condition on Supplier's acknowledgement form, or otherwise communicated by Supplier in accepting this order, shall be deemed to be a material alteration of this order and is hereby objected to by Western New England University. Acceptance of the goods or services covered by this order will not constitute acceptance by Western New England University of Supplier's terms and conditions to the extent this order is in any way deemed to be an acceptance of a quotation or other offer by the Supplier. Any such acceptance is expressly conditional upon the consent of the Supplier to the terms and conditions of this order.

2. **F.O.B. DESTINATION, FREIGHT PREPAID (DELIVERED) UNLESS OTHERWISE SPECIFIED.**

3. **SHIP TO:** To insure that delivery is made to the correct location, please address all shipments as noted on the face of this order. All correspondence, packages, and invoices must indicate the purchase order number, department name, and delivery address as indicated on this order. Direct all correspondence relative to this contract to Procurement Services, Western New England University, 1215 Wilbraham Road, Springfield, MA 01119.

rendered to Procurement Services, Western New England University, 1215 Wilbraham Road, Springfield, MA 01119 or emailed to procurement@ wne.edu, and must indicate the University's purchase order number.

11. MASSACHUSETTS SALES TAX EXEMPTION #**11127624** and Federal EIN#**04-2108376**. A copy of the