



Order Information

To place an order you may call 1-800-635-4321, Monday through Friday from 9:00 AM until 5:00 PM Eastern Standard time. You can order twenty four hours a day through our website or you can fax your orders and inquiries to 212-664-8034. To ask about any item in our catalog, for help with the website, or speak with customer service, please call Monday through Friday from 9:00 AM until 5:00 PM Eastern Standard Time. Our international customers may reach us at 1-212-664-0780. You may also visit our website at www.TheDailyPlanner.com. For any information or inquiries that you may have, you can also email us at info@TheDailyPlanner.com.

Pens

When ordering pens please be sure to include type of pen, color and for fountain pens please indicate nib size (fine or medium). Medium nibs will be shipped unless otherwise stated. The Daily Planner proudly carries the pens and pen refills for: Acme, Aurora, Cross, Fisher, Conklin, Itoya, Jac Zagoory, Jaguar, Lamy, Libelle, MontBlanc, Parker, Retro 51, Smart and Waterman. Call for further information.

Tax

Residents of NY State, please add appropriate state and local taxes. Resident of NY City please add 8.875% to the total amount of your order.

Shipping

	Standard 3 to 8 Business Days	UPS 2nd Day Must order by Noon	UPS Next Day Must order by Noon
\$0.00 to \$5.00	\$2.95	\$17.95	\$26.95
\$5.01 to \$9.99	\$3.95	\$18.95	\$27.95
\$10.00 to \$14.99	\$4.95	\$19.95	\$28.95
\$15.00 to \$20.99	\$5.95	\$20.95	\$29.95
\$21.00 to \$30.99	\$6.95	\$21.95	\$30.95
\$31.00 to \$49.99	\$7.95	\$22.95	\$31.95
\$50.00 to \$60.99	\$8.95	\$23.95	\$32.95
\$61.00 to \$70.99	\$9.95	\$24.95	\$33.95
\$71.00 to \$80.99	\$10.95	\$25.95	\$34.95
\$81.00 to \$90.99	\$11.95	\$26.95	\$35.95
\$91.00 to \$100.99	\$12.95	\$27.95	\$36.95
\$101.00 to \$200.99	\$13.95	\$28.95	\$37.95
\$201.00 to \$300.99	\$14.95	\$29.95	\$38.95
\$301.00 to \$400.99	\$15.95	\$30.95	\$39.95
\$401.00 to \$500.00	\$16.95	\$31.95	\$40.95
\$501.00 and over	to be weighed	to be weighed	to be weighed

- Most orders ship within forty eight to seventy two hours
- Shipping times valid for in stock items only
- Occasionally some items may be temporarily out of stock
- Shipping charges are for contiguous 48 states only
- Shipments to Alaska and Hawaii and other U.S. territories will be charged a \$5 surcharge to the above rates for •• Standard and a \$15 surcharge for either Express Shipping option
- Oversize, bulk orders and/or packages over five lbs. are subject to additional shipping charges
- Items offered on special or on sale are only available in limited quantities for a limited time and only through our website
- Shipping and Handling charges are not refundable

Returns

Articles will be accepted for credit when returned in salable condition within fifteen (15) days of purchase and accompanied by the original invoice. Gift recipients are entitled to a non-refundable merchandise credit.

Fountain pens may not be returned once they have been filled. Shipping and handling fees are non-refundable.

Volume Discounts

We offer volume discounts on bulk orders on select items. Please inquire.

All prices are subject to change.

Not responsible for typographical errors.