

## Synergia Communications Shipping Policy

## October 31, 2015

For your convenience, Synergia Communications offers three shipping couriers for you to choose from.

- Federal Express
- UPS
- USPS

We do request that you allow a minimum of 24 hours for order processing before orders are scheduled for shipment. For large orders it may take longer due to allocation of the products. If you require same day shipment, please contact Sales and we will assist you with your order. Please note that overnight shipping is not available for orders outside of the United States.

Please be sure to include your email address on your order request. Once the order is scheduled for shipment we will be happy to email you the tracking information so that you can follow the status of the shipment. We also email the invoice for your records to the email address you provide.

All of our packages are shipped FCA Synergia Communications. Once the package leaves our facilities it is the responsibility of the buyer. We do work closely with the couriers on behalf of the buyer to ensure any issue that may come up is resolved for the buyer.

Any shipping charges that are applied cover the shipment of the package by the courier only. This charge does not include any duties, customs or taxes that may be imposed on international shipments by government law. If you have any questions regarding these types of charges we must refer you to your local government for assistance.