

TO THE TRADES

The Designer/Decorator Program is an agreement between Decor Solutions (DS) and qualified Designers or Decorators whereby all facilities, resources and services of DS become available for members to utilize. This program is solidified by an agreement. The program benefits, eligibility and outline of how it works can be found following.

What are the benefits of membership?

- Access to products, resource materials and sampling.
- Furniture floor models to view and try.
- Blind & Shutter display and sample books.
- Use of DS area rug sign out program.
- Sample book and fabric swatch lending program.
- No fees for registration or sample use.
- Preferred pricing on all products and services.
- Preferred credit arrangements with suppliers.
- Management of purchase orders and tracking until final arrival at destination.
- Access to DS list of preferred trades and vendors.
- Referral program.
- Assistance with window treatment consultations.
- Design/decorating resource library housed within a professional environment.
- Credit Card billing directly to the client (if preferred).
- Free product and services information seminars.

Who is eligible for membership?

The program is open to design and decorating professionals and is not open to the general public. A professional business card and/or a PST exemption number are suitable for qualification as a professional. No professional associations or affiliations are required.

How does the membership program work?

- There are two options:
 - I. We can bill the client directly and pay you a percentage of the order, this allows the client to pay by credit card if you do not have access to it; or
 - II. Discounts are deducted from the DS "retail" pricing of products. Those who qualify for PST exemption will only be charged the GST. Those who do not have a PST exempt number will be charged all applicable taxes.
- Delivery and assembly of merchandise is not included in the price unless expressly negotiated.
- A 50% deposit is required with the balance due upon pick up of the product.
- The balance of drop ship orders must be paid for 24 hours in advance.
- Discounts may not be used on marked down items.

Decor Solutions Furniture & Design
Resource Centre
REGISTRATION FORM

DS provides a service, for Interior Decorators/Designers, of being a resource of products and services, in a one-stop setting.

COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PST REGISTRATION NUMBER (If applicable): _____

PHONE: _____ FAX: _____

CELL PHONE: _____ E-MAIL: _____

CREDIT INFORMATION: (*Required to take sample books/rugs from the showroom)

Visa ____ MasterCard ____ Card Number _____ Exp. Date ____/____

Name of Cardholder: _____

In fairness to all Decorators, fines are established to ensure that the Resource Centre is kept up to date as a reliable sourcing facility. We therefore ask you to be considerate to others by returning the borrowed items back to our store in good condition and on the date agreed upon.

We reserve the right to alter discounts from time to time as situations warrant. DS will endeavour to inform members of any changes in a timely manner.

I certify that the information provided above is correct. I have read, understand, and agree to the terms that are outlined in the Resource Centre Policy. Therefore, I hereby authorize you to apply any outstanding amounts and/or fines to my credit card as indicated.

Signature

Date

Decor Solutions Resource Centre Policy

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LIBRARY USE:

Decorators/Designers, or persons professionally engaged in the industry may use DS Resource Centre. No item may be borrowed without the Decorator/Designer being registered with our Resource Centre. We discourage your clients' use of the facility without their Decorator/Designer being present. It is expected that all members will have respect for others by keeping the items in good condition and not mutilating them in any way. In order to maintain the privilege of using DS Resource Centre, the member is obligated to purchase products through this facility. This information will be logged on an ongoing basis.

REGISTRATION:

To become an active member of the Resource Centre, a Decorator/Designer must present his/her business card and/or a copy of a current Vendor's Permit, if applicable, a valid credit card (Visa or MasterCard), and a completed Decor Solutions Resource Centre Registration Form. All registration information must be current and accurate. DS must be informed immediately of any change to member registration information.

LOANS:

Loaned samples are made for a period of one week, starting from the day that they are checked out. Members can renew in person or by phone, once in a loaner period. The renewal period is an additional 3 working days only. Within reason, there is no limit to the number of items loaned out at any given time. This would be at the discretion of the DS staff. The loan period for blind books and samples will be 3 days.

HOLDS:

Items may be put on hold in the Centre for a period of 3 working days, when requested by a member in good standing.

OVERDUES:

Fines are set to \$1.00/working day, per item, to a maximum of \$20.00/item. Over the 20 days, the member becomes liable for the entire replacement cost of the item, plus GST, on the 21st working day for the due date.

SUSPENSION:

A members borrowing privileges will be suspended for either:

- a) an item not returned within 7 working days of the last due date;
- b) any unpaid fines;
- c) an invalid credit card and/or Permit;
- d) for misleading (fraudulent) information regarding the members registration form;
- e) damaging any property and/or contents of the Resource Centre;
- f) a review of the members usage history indicates that they have not made any purchases over a duration of time that is determined at the discretion of DS.

I have read the above and understand and agree to these terms and conditions.

Signature

Date

**ONTARIO RETAIL SALES TAX
PURCHASE EXEMPTION CERTIFICATE**

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Date: _____

Business Name: _____

Name of Person Authorizing the Purchase: _____

Business Address: _____

Vendor Permit / IRP Cab Number (if applicable): _____

Reason for Claiming Exemption: _____

I am claiming the following exemption from Ontario retail sales tax under the provisions of the *Retail Sales Tax Act* on the purchase of taxable goods, taxable services, contracts of insurance or benefits plan:

- Taxable Goods or Taxable Services Purchased for Resale
- Machinery, Equipment, and/or Processing Material Purchased for Manufacturing
- Equipment, Tools, and/or Machinery used by a Person Engaged in Farming or Fishing
- Insurance/Benefit Plan
- Religious, Charitable and Benevolent Organization
- Hospital Equipment
- Identity Card Type and Number _____
- Other (please state exemption) _____

IMPORTANT

The person buying the taxable goods or taxable services, or entering into a contract of insurance or benefits plan for which an exemption is claimed must complete this certificate and give it to the supplier. The supplier is to keep this form as stated in the regulations.

Every person who makes a false statement on a Purchase Exemption Certificate or misuses the certificate is liable, if convicted, to a fine of not less than \$1,000 and an amount of not more than double the amount of the tax that should have been paid, or that was evaded, or to imprisonment for a term of not more than two years, or both.