



# NEW DEALER APPLICATION

DATE \_\_\_\_\_

### GENERAL INFORMATION:

FULL COMPANY NAME \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

DBA \_\_\_\_\_ DO YOU OPERATE YOUR BUSINESS FROM YOUR RESIDENCE? YES NO

RESALE TAX NUMBER \_\_\_\_\_ FEDERAL ID NUMBER \_\_\_\_\_ DUNS NUMBER \_\_\_\_\_

PHONE \_\_\_\_\_ CELL NUMBER \_\_\_\_\_ FAX \_\_\_\_\_ COMPANY WEBSITE (IF RELEVANT) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SHIPPING ADDRESS (IF DIFFERENT THAN ABOVE) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### COMPANY LEGAL STATUS:

\_\_\_\_\_ CORPORATION \_\_\_\_\_ LLC \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ SOLE PROPRIETORSHIP

YEAR BUSINESS ESTABLISHED \_\_\_\_\_ YEARS AT THIS LOCATION \_\_\_\_\_ RENT OR OWN \_\_\_\_\_

LANDLORD'S NAME (IF RENTING LOCATION) \_\_\_\_\_

LANDLORD'S ADDRESS \_\_\_\_\_ LANDLORD'S PHONE \_\_\_\_\_

### COMPANY PRINCIPAL/ OWNER:

NAME OF PRINCIPAL/ OWNER \_\_\_\_\_ TITLE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ DRIVER'S LICENSE NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NAME OF PARTNER/ CO-OWNER \_\_\_\_\_ TITLE OR RELATIONSHIP TO PRINCIPAL \_\_\_\_\_

ACCOUNTS PAYABLE CONTACT \_\_\_\_\_ EMAIL ADDRESS FOR ACCOUNTS PAYABLE CONTACT \_\_\_\_\_

AUTHORIZED BUYERS \_\_\_\_\_ EMAIL ADDRESS FOR BUYER \_\_\_\_\_

### TYPE OF BUSINESS:

\_\_\_\_\_ CONSUMER ELECTRONICS RETAILER \_\_\_\_\_ CUSTOM INSTALLER \_\_\_\_\_ OTHER \_\_\_\_\_

DO YOU HAVE A SHOWROOM ? \_\_\_\_\_ YES \_\_\_\_\_ NO OPEN TO THE PUBLIC \_\_\_\_\_ BY APPT. ONLY \_\_\_\_\_

NUMBER OF SALES PEOPLE \_\_\_\_\_ NUMBER OF INSTALLERS \_\_\_\_\_ NUMBER OF JOBS PER YEAR \_\_\_\_\_

ESTABLISHED BUSINESS (DATE) \_\_\_\_\_ ANNUAL SALES \_\_\_\_\_

ESTIMATED MONTHLY PURCHASE FROM TECH SOURCE DISTRIBUTORS \_\_\_\_\_

### PRODUCT LINES :

PURCHASED DIRECTLY: \_\_\_\_\_

PURCHASED THROUGH DISTRIBUTORS: \_\_\_\_\_



**FINANCIAL INFORMATION**

**CREDIT LINE REQUESTED:**

**TERMS REQUESTED: (PLEASE CHECK ONE)**

OPEN TERMS      COD COMPANY CHECK      CREDIT CARD

**\*ORDERS CAN BE SENT COD CASHIER'S CHECK, COD MONEY ORDER, OR CREDIT CARD UNTIL COMPANY CHECK IS APPROVED OR CREDIT IS ESTABLISHED.**

NAME OF BANK: \_\_\_\_\_

CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

TYPE OF ACCOUNT: \_\_\_\_\_

**TRADE REFERENCES:**

**(please give 3 references)**

VENDOR NAME: _____	ACCOUNT: _____
PHONE: _____ FAX: _____	CONTACT: _____
VENDOR NAME: _____	ACCOUNT: _____
PHONE: _____ FAX: _____	CONTACT: _____
VENDOR NAME: _____	ACCOUNT: _____
PHONE: _____ FAX: _____	CONTACT: _____

**PLEASE SUBMIT A COPY OF YOUR CERTIFICATE OF REGISTRATION WITH COPY OF APPLICATION**

**\*\*CREDIT APPLICATION WILL NOT BE PROCESSED WITHOUT AN OPENING ORDER\*\***

I have answered the questions on both pages of this financial statement fully and truthfully, I understand that you may check my credit record and any statements I have made. I give all my creditors permission to give you any information you may need to determine my credit line. I give you permission to give credit reporting agencies information relating to any credit you may grant me. All information given is as of this date unless otherwise stated.

Customer understands and recognizes that if there is a delay in the prompt payment of any debt due to Tech Source Distributors, or its successors, or if Tech Source is required to expend money, manpower, or overhead in the collection, billing, supervision, and solicitation of past due obligations, the Customer agrees to pay Tech Source Distributors' service charges.

In the event that Tech Source Distributors shall be required to retain or hire any attorneys or outside agencies to collect such past due obligations and costs, then the Customer shall pay fees incurred as a result of such collection services, in addition to all sums owed Tech Source Distributors.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**INTERNET SALES POLICY**

I, \_\_\_\_\_, understand that Tech Source Distributors and their manufacturers prohibit the sale of any of their products on the Internet, World Wide Web, and/or Ebay. By signing this agreement, I affirm that I will not purchase any of their manufacturer's products with the intent to sell online. I also understand that my business with Tech Source Distributors and any of their manufacturers will be immediately terminated in the event of breach of this policy.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_



## Company Policies and Procedures

### New Accounts

Tech Source Distributors requires a completed New Account Application including a signed copy of your resale tax certificate. This paperwork must be completed and on file with Tech Source Distributors prior to an initial order being placed. Incomplete or unsigned applications will be returned for completion and will not be processed. Please complete ALL sections on ALL pages. The approximate time for completed applications to be processed is approximately 2 weeks depending on references responding in a timely manner.

### Order Processing and Delivery

Orders may be placed by phone, fax, or e-mail. Orders received by 2pm will be shipped same day, limited to stock on hand and credit approval. All backordered items will be shipped as soon as they are received unless otherwise instructed.

### Territory Restrictions

Some of our product lines are sold on a selective distribution basis. Territory restrictions apply to certain products and/or manufacturers. Please call for details.

### Method of Payment

Tech Source Distributors offers open terms (on approved credit only) and accepts Visa, MasterCard, and Discover. We also accept and will send orders COD cashier's check/ money order, or COD Company Check, which requires prior approval and a bank authorization form to be signed and faxed to your bank.

### Returned Checks

Returned checks will incur a \$35.00 charge. Future orders will not be shipped until the returned check issue is resolved. Returned checks that are not resolved will be handled through our collection agency.

### Credit Sales Policy (Customers on Open Terms)

All invoices are due within the terms agreed upon. No discounts for cash offered. If payment is not received within terms of invoice, the account will be considered past due. Continuous past due history will result in loss of open account status. Any account considered past due might be put on credit hold until payment is received. In event of non-payment on account, Tech Source Distributors has the right to obtain the services of an outside collection agency. The undersigned will then also pay all fees and costs associated with collection efforts.

In the case of a lawsuit, action, or proceeding for non-payment of said account, the undersigned agrees to pay Tech Source Distributors reasonable attorneys fees to be fixed by the trial court and if any appeal is taken from any decision of the trial court. Signature by you or your authorized representatives on this credit application is presumed to establish your acceptance of the terms and conditions set forth herein, without exception and to your agreement to comply with said terms.

### Freight

FOB: Montgomeryville, PA. All products will be shipped via Fedex Ground (max weight 150lbs.) or Common Carrier, FOB. Fedex 3-day, 2-day, or next day air is available upon customer's request. **Customer is responsible for all freight charges.**

### Freight Damage

Tech Source Distributors DOA policy does not cover physical damage incurred in shipping. If you receive a product damaged in shipping, please follow these instructions:

- UPS and FedEx shipments received damaged must be noted with your driver at time of delivery for refusal. Tech Source Distributors will send a replacement unit upon request- normal terms and conditions apply. If you accept the delivery, **you are responsible for making damage claims.**
- Shipments received by truck must be accepted with all damage noted on the Bill of Lading. You, the customer, must then place the claim with the carrier.

(Please be alert for the signs of shipping damage. I.E. holes in box crushed corner, open box, wet box, etc...)

### Shipping Discrepancies

The proper processing of your order is very important to us at Tech Source Distributors. Please contact us within one business day of any shortages, overages or other shipping errors. All sales are final after one business day. This includes orders that are drop shipments.

### Drop Shipments

Orders placed for drop shipments (direct from manufacturer to dealer) will incur a \$40.00 drop ship fee.

**Refused Orders and Stock Returns**

A 15% re-stocking fee plus freight charges will be applied to the return of refused orders and stock returns. Tech Source Distributors does not offer a return policy on any of our products. If you would like to request a RA# to return product for credit, all of the following criteria must be met.

1. The product must be unopened and packaging unmarked.
2. The item(s) must have been purchased from Tech Source Distributors within the last 30 days.
3. A copy of the original invoice must be provided with the return.
4. The product must be current. Tech Source Distributors will not accept discontinued product for return.
5. Returns on special orders and bulk wire will not be accepted.

If the preceding conditions are met, Tech Source Distributors will accept the return and will issue a credit to your account less a 15% restocking fee. (Return process described below.)

**Defectives and Return Authorizations (RA’S)**

Our Return Authorization Department must handle all returns. Defective product and shipping errors must have an RA number. Call with the invoice number, model number, serial number, and a detailed description of the problem. We will give you the necessary RA number to return the merchandise. No returns will be accepted without a RA number. Boxes must be clearly marked with the RA number. Tech Source Distributors has the right to refuse the package with the customer incurring all freight charges. All returned products must be shipped back in its original packaging with all enclosed manuals and accessories. RA numbers will only be valid for a 30-day period. Merchandise returned for any reason other than shipping error or defect will be accessed a 15% restocking fee. A shipment refused for any reason will be subject to a 15% restocking fee. These charges must be paid prior to your next order. All orders following will be held until account is cleared. Any new merchandise returned after 6 months may be charged a higher restocking fee.

**Product Warranties**

All products sold by Tech Source Distributors are covered under the individual manufacturer’s stated warranty. Please refer to the manuals and warranty cards enclosed with the product. If you are unsure or have a specific warranty question, please contact us.

**Special Orders**

Special orders for products that are not typically in stock at Tech Source Distributors may be accommodated. Tech Source Distributors requires payment in full for special order items. Once items have been paid for and special ordered, they are non-refundable and may not be returned or exchanged.

**Products Waiting to be Picked Up in the Warehouse**

Orders must be picked up between 8:30AM – 5:00PM, Monday through Friday. Items will be held for a **maximum** of 10 business days from the date the order was submitted. Customers will then have the option to be billed immediately or cancel the order. Orders not paid for in said time will be cancelled without notice.

**Disclaimers**

Buyer assumes all responsibility for proper selection, design, installation, operation, and maintenance of all merchandise provided by Tech Source Distributors. We will not be held liable for any damage due to mishandling, improper installation or incorrect information contained in its printed catalog, literature, and price lists. All specifications, terms, and conditions availability, model changes, and pricing are subject to change without notice.

**Due to distribution agreements with certain manufacturers, reselling their products via the Internet, mail order, or other forms of electronic media is strictly prohibited.**

**As Owner/ President/ Manager, I acknowledge I have read and understand Tech Source Distributors Company Policies and Procedures and agree to abide by all terms and conditions of sales.**

\_\_\_\_\_  
Signature of Owner/ President/ Manager

\_\_\_\_\_  
Title

\_\_\_\_\_  
Please Print Name & Title

\_\_\_\_\_  
Date



# BANK CREDIT INQUIRY FORM

Please fill out this form so we may submit for information from your bank. Thank you.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

The undersigned certified that the above information, given for credit purposes, is true and correct. The undersigned authorizes all parties to release all credit and financial information requested. This information shall remain strictly confidential.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

### Bank Use Only

Dear Bank Officer:

The above company has listed your bank as a credit reference. Please help us make a fair decision by completing this form and returning by fax at your earliest convenience. We appreciate your assistance with the following information. The information provided to our company will be held strictly confidential. Thank you.

#### Checking

#### Savings

Date Opened: \_\_\_\_\_

Average Balance: \_\_\_\_\_

Current Balance: \_\_\_\_\_

Available bank borrowing: \_\_\_\_\_ Balance Due? \_\_\_\_\_ Is this Current/Not Current? Y N

Insufficient Funds? YES \_\_\_\_\_ NO \_\_\_\_\_ How Many? \_\_\_\_\_ How Much? \_\_\_\_\_

Comments: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax this information to Fax 215-654-1559. Thank you.



## CREDIT CARD AUTHORIZATION FORM

I, \_\_\_\_\_ (Name on Credit Card) hereby authorize  
Tech Source Distributors to charge my credit card for purchases made as described below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Credit Card: MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_

Company Name: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Three-Digit Security Code \_\_\_\_\_

Credit Card Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Attached is a copy of my credit card, front and back.**

**I agree to pay above total amount according to card issuer agreement. (Merchant agreement if credit voucher)**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**\*\*Tech Source Distributors reserves the right to charge this credit card for any open account past due balances over 30 days or any payments for returned checks.**