
Dealer Deposit Policy

For Large or Special Projects · Rev. 07.16.26

At Shades by Matiss (SBM), deposits are a valuable tool that help us protect pricing, pass on savings, and ensure your projects run smoothly.

Why Deposits Matter

- **Lock in Pricing:** Deposits allow SBM to hold pricing steady against supplier and market cost increases.
- **Unlock Cost Savings:** In most cases, deposits give SBM the ability to preorder in bulk from suppliers, resulting in significant discounts passed directly to dealers.
 - *These savings are tied to the project schedule provided. Deposits can only unlock cost efficiencies if the schedule allows SBM enough lead time to purchase more efficiently in advance of furnishing.*
- **Secure Materials:** Deposits ensure that critical materials are reserved early, eliminating production delays caused by shortages.

Bottom line: Deposits save you money when paired with a realistic project schedule and guarantee timely delivery.

When Deposits Are Required

- **Large Projects:** Any order considered a contract or large quote of standard window coverings.
- **Special Projects:** High-value projects or those requiring custom or non-standard materials that cannot be easily returned or resold.
- **Custom & Non-Stock Materials:** A deposit is mandatory on all such orders, regardless of project size.
- **Account Review:** SBM may request deposits at its discretion based on account standing and history.

Deposit Terms

- **Payment Methods:** Deposits may be paid via ACH, check, or credit card (credit card payments will incur a 3.5% surcharge).
- **Applied to First Invoices:** Deposits are credited against the earliest invoices until fully exhausted. Remaining invoices will follow the dealer's standard payment terms, unless separate terms are agreed upon for the project.
- **Non-Refundable:** In the event of project cancellation, any remaining deposits are non-refundable and will remain in the customer's account as credit. A cancellation charge may be imposed depending on the stage of the project at the time of cancellation.

Installation Schedule Requirement

- Dealers must provide an approximate installation schedule at order submission (by month or quarter).

- The schedule may shift, but a timeline must always be on record so SBM can prepare materials and secure savings opportunities in advance.

Order Acceptance

Orders are not confirmed until all of the following are received:

- **1.** A valid Master Purchase Order
- **2.** The required deposit
- **3.** An installation schedule

Deposits + Schedule = Savings. By providing both, you protect project pricing, unlock potential discounts, and guarantee materials are ready when you need them.