

## ACCOUNT APPLICATION

*Completion of all fields is required. Partially completed applications will be returned.*  
**All applicants must submit a Certificate of Resale or the Uniform Sales & Use Tax Certificate**

1. <b>*Primary Specialization / check all that apply</b>
Residential      Commercial      Development      General Contractor      Custom Integrator      Designer

Business Name		
Address (No PO Box)		
City	State	Zip
Phone	Fax	Email <small>order confirmations</small>
Bill To (If Different)		Email <small>accounting</small>
City	State	Zip
State Tax ID#:	Federal ID#: (if corp)	
Owner(s)	Sales Contact	
Owner(s)	Accounting Contact	

**REQUESTED CREDIT LIMIT: \$**

**REQUESTED CREDIT TERMS:      Net 30      Prepay      Charge to Credit/Debit Card @ Invoice**

We accept Visa, MasterCard, Discover and American Express cards, ACH, or check payments

**THREE TRADE REFERENCES ARE REQUIRED**

for customers who request line of credit

Vendor	Account #
Phone #	Email
Vendor	Account #
Phone #	Email
Vendor	Account #
Phone #	Email

Send Applications, Tax ID's and Resale Certificates to Finance Department via email: [info@shadesbymatiss.com](mailto:info@shadesbymatiss.com)

## GENERAL BUSINESS INFORMATION

Please answer the following questions as accurately as possible.

This information will help us better understand your business needs and establish your account.

### How Did you hear about us?

#### For CI delaers only: Do you work with a Rep? List the Name

##### 1. Business Size

Which best describes your business?

Small operation

Large operation

##### 2. Business Location

Do you operate from:

A showroom

A home office

Both

##### 3. Sales Team

How many sales representatives do you currently have?

##### 4. Installation Team

How many installation crews do you have?

##### 5. Large / Commercial Projects (if applicable)

How many project managers do you have for large commercial accounts?

##### 6. Average Project Size

What is the average quantity of shades per project?

##### 7. Service Area

Do you operate:

Only within your local/state area

Both in-state and out-of-state

## PRODUCT & EXPERIENCE INFORMATION

##### 8. Primary Product Interests

Please check all that apply:

Interior manual shades

Interior motorized shades

Exterior shades

Drapery

Specialty

##### 9. Motorization Experience

Are you familiar with motorized shading systems?

Yes

No

If yes, which motorization brands have you worked with?

##### 10. Sales & Installation Experience

Do you have experience selling and installing window treatment products?

Yes

No

##### 11. Familiarity With Our Products

Are you familiar with our products?

Yes

No

If yes, please briefly describe your experience:

##### 12. Training Needs

Will your team require product training? (Check all that apply)

Sales team

roject managers

Installers

No training needed at this time

##### 13. Other Brands

What other brands have you worked with or carried in the past?

# TERMS & CONDITIONS

These Terms ("Terms") form a binding agreement between Shades by Matiss, Inc. ("Seller") and the purchasing entity ("Buyer"). By placing an order, Buyer agrees to these Terms. Any different or additional terms are rejected unless accepted in writing by Seller.

## 1. Payment Terms

Invoices are due per stated terms (Net 30 unless otherwise agreed). Past-due balances accrue 1.5% per month (18% per annum), compounded monthly. Buyer shall pay all costs of collection, including lien fees and attorney's fees equal to 25% of the total indebtedness. Payments are applied in this order: returned-check charges, finance charges, collection costs, then oldest invoices. Seller may suspend shipments or revoke credit for nonpayment. Buyer is responsible for sales/use taxes, freight charges, access for delivery, and any wrongful rejection of goods.

## 2. Returns

No goods may be returned without written authorization from Seller. Authorized non-defective returns incur a 20% restocking fee. No returns are permitted on custom or special orders. Buyer pays return freight. No returns accepted after 30 days from the invoice date.

## 3. Inspection and Acceptance

Buyer must inspect all goods upon receipt and report shortages or defects in writing within 15 business days; failure to do so constitutes acceptance. Any product that is installed, altered, or modified prior to inspection is deemed accepted. Shipping damage must be reported immediately with photos and description.

## 4. Warranty – Limited Lifetime Warranty

This warranty applies only to properly installed residential products made exclusively from Shades by Matiss materials and components. Seller's obligation is limited to repair or replacement of defective shadings or components with like or similar parts. Shipping costs, re-measuring, uninstalling, reinstalling, and other labor are not covered.

This warranty does not cover damages resulting from:

- Acts of God, accidents, misuse, abuse, alterations, negligence
- Exposure to elements (including fading, discoloration, and weather-related effects)
- Power failures or electrical issues affecting motors
- Use of cleaners or chemicals causing damage
- Removal and reinstallation of the shade
- Normal wear and tear
- Failure to follow measurement, installation, cleaning, or maintenance instructions

Motor and electronic accessories used in Elevista systems are warranted as follows:

- 7 years – AC and DC wired motors and accessories
- 5 years – battery-powered motors

Seller disclaims all other warranties, express or implied, and shall not be liable for incidental, consequential, or indirect damages. Seller's total liability shall not exceed the purchase price of the affected product.

## 5. Liability / Jurisdiction

Seller shall not be liable for incidental, consequential, or punitive damages. All sales are governed by New Jersey law; disputes must be brought exclusively in the Superior Court of NJ, Union County. Delivery dates are estimates only, and Seller is not liable for delays beyond its control.

## AGREEMENT:

I hereby warrant that all information provided is accurate and current. I also understand and agree to the terms and conditions listed by Shades by Matiss.

Signature

Title

Date

Send Applications, Tax ID's and Resale Certificates to Finance Department via email: [info@shadesbymatiss.com](mailto:info@shadesbymatiss.com)