

# Account Application

Dealer and trade account setup

**Completion of all applicable fields is required.** Partially completed applications will be returned. All applicants must submit a Certificate of Resale or the Uniform Sales & Use Tax Certificate. Send applications, tax IDs, and resale certificates to the Finance Department at [accounting@shadesbymatiss.com](mailto:accounting@shadesbymatiss.com).

## PRIMARY SPECIALIZATION | CHECK ALL THAT APPLY

☐ Residential
 ☐ Commercial
 ☐ Development
 ☐ General Contractor
 ☐ Custom Integrator
 ☐ Designer

## BUSINESS INFORMATION

Business Name

Address (No PO Box)

City State Zip

Phone Fax Email for Order Confirmations

Bill To Address (If Different)

City State Zip

Owner(s) Sales Contact

Accounting Contact Email for Accounting

State Tax ID # Federal ID # (If Corporation)

## CREDIT REQUEST

**Requested Credit Terms**
☐ Net 30
 ☐ Prepay
 ☐ Charge to Credit/Debit Card at Invoice

**Requested Credit Limit \$** \_\_\_\_\_

We accept Visa, Mastercard, Discover, American Express, ACH, and check. A 3.5% surcharge applies to card payments on heavily discounted orders.

## TRADE REFERENCES | THREE REQUIRED FOR CUSTOMERS WHO REQUEST A LINE OF CREDIT

| Reference 1 Vendor | Account # | Phone | Email |
|--------------------|-----------|-------|-------|
| Reference 2 Vendor | Account # | Phone | Email |
| Reference 3 Vendor | Account # | Phone | Email |

# About Your Business

Please answer as accurately as possible. This helps us understand your business and set up your account.

## GENERAL BUSINESS INFORMATION

How did you hear about us?

For CI dealers only: Do you work with a rep? If so, 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?

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**4. Installation Team** How many installation crews do you have?

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**5. Large / Commercial Projects** How many project managers handle large commercial accounts?

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**6. Average Project Size** What is the average quantity of shades per project?

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**7. Service Area** Do you operate:

☐ Only within your local or state area ☐ Both in-state and out-of-state

## PRODUCT AND EXPERIENCE INFORMATION

**8. Primary Product Interests** 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?

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**10. Sales and 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.

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**12. Training Needs** Will your team require product training? Check all that apply.

☐ Sales team ☐ Project managers ☐ Installers ☐ No training needed at this time

**13. Other Brands** What other brands have you worked with or carried in the past?

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# Terms and Conditions

These Terms ("Terms") form a binding agreement between Matiss Inc. d/b/a Shades by Matiss ("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). A 3.5% surcharge applies to credit card payments on heavily discounted orders. 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 and 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 are subject to a restocking fee of up to 20%. No returns are permitted on custom or special orders. Buyer pays return freight. No returns are accepted after 30 days from the invoice date.

## 3. Inspection and Acceptance

Buyer must inspect all goods upon receipt and report any shortage, damage, defect, or nonconformity in writing within ten (10) days of receipt; 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 a description. Claims go to [claims@shadesbymatiss.com](mailto:claims@shadesbymatiss.com).

## 4. Limited Warranty

Products are covered by the Shades by Matiss Limited Warranty in effect on the date of shipment, posted at [shadesbymatiss.com](http://shadesbymatiss.com). All warranty periods run from the date of shipment. In summary:

- Interior solar fabrics and interior hardware: life of the project, not to exceed 25 years
- Motors, electronics, and controls: 5 years (Automate Basics motors: 3 years)
- Exterior, specialty, and decorative fabrics and exterior hardware: 5 years
- Bead chain and other manual fail safe components are not covered

The warranty is non-transferable and limited to the original purchaser. Seller may issue a written project-specific warranty for a particular project, which then governs for that project. Seller's obligation is limited to repair or replacement of defective products or components, at Seller's discretion. Shipping, re-measuring, removal, reinstallation, and other labor are not covered. Seller disclaims all other warranties, express or implied, and Seller's total liability shall not exceed the purchase price of the affected product.

## 5. Liability and 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 New Jersey, 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, including the Terms and Conditions of Sale and Limited Warranty posted at [shadesbymatiss.com](http://shadesbymatiss.com).

Signature

Date

Printed Name

Title

**Send applications, tax IDs, and resale certificates to the Finance Department at [accounting@shadesbymatiss.com](mailto:accounting@shadesbymatiss.com)**