

CDS does not provide written quotes or product loans until all requested documents are returned and your account has been opened.

QUALIFICATIONS

You must be a business that sells interior decorating and design products and services to an end user/consumer, under a legitimate business registered in your name with the state in which your business is located. To qualify for an account with CDS you will be asked to provide documentation supporting your business status.

RESALE NUMBER

Because CDS does not sell to the public/consumer/end user, our sales are not taxed. As a legitimate company - large or small - purchasing from us and reselling to the end user, **you are expected to have a state resale certificate.** Federal guidelines specify that you (the retailer) are to charge sales tax to your client (the end user) on the final value of the merchandise. You then pay the collected tax to the Department of Revenue on a regular basis. Obtaining a resale number is a fairly fast and simple procedure; see your accountant or go to MyTax.Illinois.gov for more information.

CDS reserves the right, in its sole and absolute discretion, to decline opening an account that does not provide sufficient evidence of a proper business status as outlined above.

TERMS

All accounts start out **proforma**. After establishing an acceptable payment history you have the option of **deposit at order / balance billed when shipped** on applicable orders. BALANCE TERMS ARE NET 7.

CDS reserves the right to automatically charge your credit card for payment of any invoice exceeding 45 days past due.

CREDIT CARD ON FILE

For your convenience, one credit card can be safely and securely kept on file (in the cloud) to simplify ordering if desired.

A credit card must be on file or provided when checking out any rack samples, finish samples, wallpaper books, Hunter Douglas loan out cases, or any furniture/accessory item on loan.

CDS reserves the right to automatically charge your credit card for A) the replacement of any item not returned after two email past-due requests have occurred, B) any missing parts/decks/pages from a case or binder not returned within one week, or C) any item returned damaged.

COMPLETE AND RETURN THE FOLLOWING DOCUMENTS

1. The Illinois CRT-61 form – all highlighted lines (check and complete the STEP 2 option that applies to the location of your business)
2. The Trade Application form
3. A copy of your out-of-state resale certificate if applicable

CDS verifies the status of all resale and FEIN numbers with the applicable state to ensure they are valid and current. If the search comes back as invalid you will be charged tax until corrected information is provided.