

Antique Floors, Inc

1221 Dragon St
Dallas, TX 75207
Phone: 214-760-9330
Fax: 214-742-9112

NEW CLIENT FORM

Company Information:

Name: _____
Address: _____

Phone: _____
Fax: _____
Website: _____
Yrs in Business: _____

I Am A(n):

Interior Designer
Architect
Builder
Tile Contractor
Tile Installer
Other (explain) _____

EIN # _____

Tax Status: _____ Resale #: _____

****In order to claim "Non Taxable" status you must complete a Tax Resale Certificate (TX only)****

Professional Affiliations: _____

Primary Contact:

Name: _____
Title: _____
Phone: _____
Email: _____

Alternate Contacts:

Name: _____
Title: _____
Phone: _____
Email: _____

Name: _____
Title: _____
Phone: _____
Email: _____

Antique Floors, Inc

Sales Order Policies

This form only needs to be filled out once and will be kept on file for future reference.

THIS FORM MUST BE SIGNED by the responsible party before any order will be initiated. The responsible party is the trade representative named at the top of the sales order.

ALL PRICING is net pricing. We are a trade showroom and do not have retail pricing. We will do our best to not release pricing to your clients without your authorization, but the best way to protect your interests is for you to be present with your client in the showroom.

PAYMENT can either be made with a Mastercard/Visa or check. A **50% deposit** is required before any material is ordered with the remaining balance due upon arrival of material to Antique Floors. On ship direct orders **payment in full** is due before the material is ordered.

FREIGHT & HANDLING CHARGES are not included in the material price. Freight charges are determined by the weight, quantity, origin of the material, delivery method, and location. Handling charges are given by the manufacturers and are determined by the quantity of material ordered. These charges appear on the sales order as a separate line item from the material.

TEXAS STATE TAXES will be collected unless the one of the following applies:

- **Resale Certificate** is on file with a current tax ID number
- **Out of State** – the material is shipped from one state to another without entering Texas. If the material is either shipped from or delivered to a Texas address, state and local taxes apply.

NO CANCELLATIONS OR RETURNS will be accepted once the order has been processed. If there are extenuating circumstances and the manufacturer agrees to accept returned material there will be a **minimum 35% restocking fee plus return freight charges**.

INSTALLATION ALWAYS CONSTITUTES FINAL ACCEPTANCE and no allowances, financial or otherwise, will be made.

DELIVERY DEADLINES cannot be guaranteed. We try to give you the best estimation of delivery time, but it is only an estimate. Antique Floors is not liable for any costs, losses, or damages due to slow, late, or non-delivery of goods.

STORAGE FEES may be charged on orders that are not picked up within 30 calendar days of notification that they are available and ready.

AT PICK UP you will be responsible for any balance due. If sending someone to pick up the material for you, please take care of the payment before they arrive. **Material will not be released unless paid in full.** On large orders, please call ahead.

ORDER WORKSHEETS with estimates of material may be provided as a courtesy to our clients. **The ultimate responsibility for determining quantities and other pertinent information rests solely with the client or representative.**

ALL CERAMIC & STONE products are subject to variation in color and texture. Most of our material is hand-crafted and subject to imperfections. No allowances will be made due to variation in material.

ORDERS WILL NOT BE PLACED until a sales order has been signed and payment has been made.

Company Name: _____

Representative: _____

Signature: _____

Date: _____

TEXAS SALES AND USE TAX RESALE CERTIFICATE

Name of purchaser, firm or agency as shown on permit	Phone (Area code and number)											
Address (Street & number, P.O. Box or Route number)												
City, State, ZIP code												
Texas Sales and Use Tax Permit Number (must contain 11 digits)												
<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>												
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico												
<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:30%;"></td> <td style="width:70%;">(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)</td> </tr> </table>			(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)									
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I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: Antique Floors Ph: (214)760-9330

Street address: 1221 Dragon St Fax: (214)742-9112

City, State, ZIP code: Dallas, TX 75207 Email: info@antiquefloors.net

Description of items to be purchased on the attached order or invoice:

Ceramic and Stone Tile for Floors and Walls

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser	Title	Date
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This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.