



**A subsidiary of Ingram Micro**

**Thank you for your interest in AVAD!**

AVAD Canada, Ltd, a wholly-owned subsidiary of Ingram Micro Canada, is the most complete custom electronics provider in North America. Offering customers the most trusted brands, AVAD stocks solutions for home theater, home automation, lighting controls, security, distributed audio/video, central vacuum, HVAC and more. We are dedicated to dealer education, training and skill advancement, as evidenced by AVAD University's over 450 online and classroom continuing education classes held each year. AVAD ensures just-in-time delivery from each of its 23 North American facilities.

All AVAD product sales to applicant will be subject to AVAD Canada's Sales Terms and Conditions as published at the time of sales. A copy of the terms and conditions is available on the website. Any deviation from the terms and conditions will be effective only if agreed to in writing by AVAD prior to the sale.

AVAD does not permit the resale of products via the internet, catalog, telemarketing, or mail order, nor does AVAD permit re-distribution to another dealer or wholesaler. An AVAD account is required before pricing and availability can be provided. To establish an account please complete the application process below.

### **Completing the application process**

The AVAD application package includes a number of components:

- Dealer profile providing AVAD with information about your company, your business model, areas of expertise and preferred lines
- Account application for both credit card and terms accounts
- Resale tax certificates
- Order placement & pick up authorization listing who is authorized to place and pickup orders
- Credit card authorization if you plan to purchase using a credit card
- Fax cover letter and checklist

Your application will initially be reviewed by a sales manager, and then upon acceptance, forwarded to the credit department. Once you have been approved and setup as a dealer, we will send you a temporary user name and password to our website. Here you will be able to view pricing, promotions, new products, training and all of the other things AVAD has to offer. Please note that all information requested must be typed directly into the forms prior to printing. Handwritten applications will not be accepted. We do require your signature on the completed forms before submitting to AVAD.



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# DEALER PROFILE

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Co \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Does your business utilize a(n) (check all that apply):

- Office
- Retail Store
- Showroom

Ship to (check all that apply):

- Commercial
- Residence
- Will Call

Are you a member of (check all that apply):

- CEDIA
- CANASA

Number of Installers \_\_\_\_\_

Years in Business \_\_\_\_\_

### DISCIPLINES (Check all that apply):

- Audio
- Video
- Remote Control
- Security
- Lighting
- Projectors
- Automation
- Central Vac
- Structured Wiring
- Satellite/Cable
- Intercom
- Commercial
- Phone Systems

### PREFERRED BRANDS (list all that apply):

In-Walls: \_\_\_\_\_

Television: \_\_\_\_\_

Receivers: \_\_\_\_\_

Wire: \_\_\_\_\_ Interconnects: \_\_\_\_\_

Remote Control: \_\_\_\_\_

Box Speakers: \_\_\_\_\_ Outdoor Speakers: \_\_\_\_\_

Video Distribution: \_\_\_\_\_ Projectors: \_\_\_\_\_

Power/Surge: \_\_\_\_\_ Phone System: \_\_\_\_\_

Multi-Room System: \_\_\_\_\_

Automation System: \_\_\_\_\_

Security: \_\_\_\_\_ Commercial: \_\_\_\_\_

### BUSINESS TYPE (Check all that apply):

- Custom
- Integrator
- Retail
- Appliance
- Security
- Electrical Contractor
- IT
- Marine
- Transportation

Total % should equal 100%

% New Construction	<input type="text"/>
% Retrofit	<input type="text"/>
Total	100

% Residential	<input type="text"/>
% Commercial	<input type="text"/>
Total	100

% Direct	<input type="text"/>
% Distribution	<input type="text"/>
Total	100

Direct Suppliers \_\_\_\_\_

Other Distributors \_\_\_\_\_



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# SALES ACCOUNT APPLICATION

Account Number  
( For Office Use Only)

## Section 1 - Business Information

<b>Legal Business Name</b> (As it appears on Business License)	Do you now or have you ever had an AVAD account Account# <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Business Trade Name - DBA</b> (required if using a DBA name)	<b>Date Business Established</b>	<b>GST#</b>	<b>Business Website</b>
<b>Business Street Address</b> (Must be actual location of business, no PO Box)	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Billing Address</b> (if different)	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Business Phone Number</b> (No cell phone)	<b>Cell Phone #</b>	<b>Business Fax</b>	<b>Business Toll Free #</b>
<b>Shipping Street Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>

**This company is** (check one)  Public  Private

Stock Symbol \_\_\_\_\_ If subsidiary of Public Co. Parent Co. Name: \_\_\_\_\_

D & B # (if known): \_\_\_\_\_

**Terms Requested**

\* Please choose your preferred method of payment. Regardless of payment terms selected, application processing will not be delayed.

**Net Terms** (Will require AVAD's review and approval.)  
Please complete Section 3 for Net Terms request

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

**Credit Card** (MC or Visa ) or Prepay Wire Transfer (Complete to Credit Card Authorization Form)

### Public Companies - Skip to Signature Section

**If Private, the company is** (check one)  Corp  LTD  Sole Proprietorship  Partnership

**Is there a Parent Company?**  Yes Name of Parent Company \_\_\_\_\_  
 No

**Is there a Subsidiary?**  Yes Name of Subsidiaries (or attach) \_\_\_\_\_  
 No

Customer agrees to notify AVAD of any changes of ownership of it's business within ten (10) days, as set for the herein by certified mail to the following address: AVAD Canada Ltd., 205 Courtneypark, Suite 103, Mississauga, ON L5W 0A5

### List all owners with 25% or greater ownership in business, in order by greatest ownership percentage.

<b>Owner 1 Name</b>	<b>Percentage of Ownership</b> _____
<b>Owner 2 Name</b>	<b>Percentage of Ownership</b> _____
<b>Owner 3 Name</b>	<b>Percentage of Ownership</b> _____
<b>Owner 4 Name</b>	<b>Percentage of Ownership</b> _____

## Section 2 - Additional Owner Information

The following additional owner information is required, if either of the following circumstances is present:

(1.) Company is a Sole Proprietorship or Partnership or (2.) Company is requesting net terms and would like AVAD Canada Ltd to consider the personal credit of the owner (s) in their evaluation.

The undersigned individual (s), who is/are the principal(s) of the credit applicant or a sole proprietor of the credit applicant, recognizing that his or her individual credit history may be a factor in the evaluation of the credit history of the applicant, hereby consents to and authorizes the use of a consumer credit report on the undersigned by above named business credit grantor in the credit evaluation process.

<b>Owner 1 Signature</b>	<b>SIN</b>		
<b>Home Street Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Owner 2 Signature</b>	<b>SIN</b>		
<b>Home Street Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>

**If credit card or pre-pay was requested you may skip to Signature Section**

## Section 3 - Credit Information for Net Terms Request

**3A** Financial statements may be required to extend trade credit. You will be contacted if they are needed, or you may include with this application when returned. Please include a minimum of the prior two year's income statement & balance sheet, and interim financials if available.

**Person to Contact for Information or Financial Questions:**

<b>Name</b>	<b>Title</b>
<b>Phone</b>	<b>Email</b>

Check here if financial statements are attached to application

**3B - Do you currently finance any of your purchases through flooring or leasing programs?**  Yes (complete information below)  No

<b>Finance Company Name</b>	<b>Finance Company Name</b>
<b>Dealer #</b>	<b>Dealer #</b>
<b>Finance Company Address</b>	<b>Finance Company Address</b>
<b>Finance Company Telephone Number</b>	<b>Finance Company Telephone Number</b>

## 3C Trade & Bank References

Check here if you have attached a separate trade and bank reference sheet rather than entering information below.

<b>Company Name</b>	<b>Company Name</b>		
<b>Company Address</b>	<b>Company Address</b>		
<b>Company Phone#</b>	<b>Company Fax #</b>	<b>Company Phone #</b>	<b>Company Fax #</b>
<b>Account #</b>	<b>Contact Name</b>	<b>Account #</b>	<b>Contact Name</b>

**Section 3C- Con't**

<b>Bank References</b>		
<b>Bank Name</b>		<b>Account Officer Name (if known)</b>
<b>Bank Address</b>		<b>Chequing Account #</b>
<b>Bank Phone#</b>	<b>Bank Fax # (if known)</b>	<b>Savings Account #</b>
<b>Do you have a line of credit with your bank?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Line of Credit Account #</b>



**In order not to delay your ordering ability, please make sure you have provided all information requested. Please note: accounts that have no sales activity within a 12 month period will be deleted from our system.**

Internet and Trans-Shipping Policy: I certify that I will not utilize the brand name or products in connection with the sale or distribution of the products via the internet, catalog, mail order or telemarketing. Further, I will only sell products purchased at AVAD Canada Ltd to customers who visit my place of business or with whom I/we have met or have a pre-existing business relationship, but in no event will I offer for resale or distribution to another dealer or wholesaler. In the event I/we violate this declaration, at the sole discretion of AVAD Canada Ltd, AVAD Canada Ltd may terminate my/our right to act as dealer, and may discontinue all relations with me/us. Further, AVAD Canada Ltd may declare all sums due and owing by me/us to be immediately due and payable and may demand the return of all products to AVAD Canada Ltd that have not been previously distributed.

This application and agreement is submitted by applicant to AVAD Canada Ltd to obtain trade credit. AVAD Canada Ltd reserves the right to decline credit to any applicant. In the event credit is extended to applicant, AVAD Canada Ltd reserves the right at any time thereafter to change or revoke such credit for any reason, including but not limited to, credit policy changes by AVAD Canada Ltd, applicant's financial condition, applicant's payment record and/or applicant's utilization of such credit limit. All product sales by AVAD Canada Ltd to applicant will be subject to AVAD Canada Ltd's standard Sales Terms and Conditions as published on the AVAD Canada Ltd website at www.avadcanada.ca at the time of sale. Additional terms and conditions apply to drop ship fulfillment orders as published on the AVAD Canada Ltd website at www.avadcanada.ca. Any variance from those terms and conditions will be effective only if agreed to in writing by AVAD Canada Ltd prior to the time of sale. Customer acknowledges and agrees that AVAD Canada Ltd may send customer marketing and business communications from time to time via various means, including email.

Customer agrees to make payment in full to AVAD Canada Ltd for all amounts due according to AVAD Canada Ltd invoice(s). Customer also agrees to pay AVAD Canada Ltd, as interest an amount equal to 1 1/2% per month, or the maximum provided by law (whichever is less) for invoice amounts that are past due. Should customer default on any such payment(s), AVAD Canada Ltd shall have the right, without notice to customer, to declare all invoice amounts due and payable. In the event AVAD Canada Ltd should commence any action or actions, or otherwise seek to enforce this agreement against customer, customer agrees to pay reasonable attorney(s) fees, court costs, and other expenses incurred by AVAD Canada Ltd, whether or not suit is filed. This agreement is strictly confidential and is not transferable or assignable without prior written consent of AVAD Canada Ltd. Customer agrees that any change in liability for any debts incurred to AVAD Canada Ltd due to a change in customer's form of business, shall not be effective as to AVAD Canada Ltd, until AVAD Canada Ltd receives actual notice of the change by certified mail.

As a condition of applying for and receiving credit the Applicant represents and warrants that it has full power and authority to do business with AVAD and that there are no legal or contractual restrictions in effect that would prohibit the Applicant from conducting business with AVAD.

**Signature Section**

**Applicant hereby agrees to the foregoing and authorizes the release of credit and banking information to AVAD Canada Ltd by the references listed on this application.**

**The following must be completed in order to have an account.**

\_\_\_\_\_  
 Owner/Partner/Corporate Officer Name- Please Print **(Required)**

Title: \_\_\_\_\_

\_\_\_\_\_  
 Owner/Partner/Corporate Office Name - Signature **(Required)**

Date: \_\_\_\_\_

# PROVINCIAL RECYCLING PROGRAM

(All applicants must complete this section)

If you sell computer equipment such as, but not limited to, desktop computers, notebook computers, printers, televisions or associated components you are legally required to be part of a product management program in the province a product is shipped. An environmental fee may apply to products shipped to the following provinces. See links for further details for your obligations on the specifics and fees of the programs.

Alberta	<a href="http://www.albertarecycling.ca">www.albertarecycling.ca</a>	Nunavut	No program at this time
British Columbia	<a href="http://www.encorp.ca/electronics">www.encorp.ca/electronics</a>	Ontario	<a href="http://www.ontarioelectronicstewardship.ca">www.ontarioelectronicstewardship.ca</a>
Manitoba	No program at this time	Prince Edward Island	No program at this time
New Brunswick	No program at this time	Quebec	No program at this time
Newfoundland	No program at this time	Saskatchewan	<a href="http://www.sweepit.ca">www.sweepit.ca</a>
Nova Scotia	<a href="http://www.cestewardship.ce">www.cestewardship.ce</a>	Yukon	No program at this time
Northwest Territories	No program at this time		

It is important that you review the program in each of the provinces you may plan to ship so you are fully aware of all the products which are eligible and the fees associated to the products.

### All applicants must select only 1 of the following 3 options

Reseller Business Name: \_\_\_\_\_

- As the applicant, I/we currently do not plan on selling products which are part of an Electronic Recycling Program. In the event I should request AVAD to ship on my behalf to a province where this program exists I agree that AVAD may charge the recycling fees.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Owner/Officer/Principal)*

- As the applicant, I/we currently plan on selling products which are part of the Electronic Recycling Program. In the event I should request AVAD to ship on my behalf to a province where this program exists and do not have a valid registration number and/or have not entered into the appropriate agreements with AVAD, I agree that AVAD may charge the recycling fees.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Owner/Officer/Principal)*

- As the applicant, I/we are registered under the following program(s).

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Owner/Officer/Principal)*

## TAX EXEMPTION CERTIFICATE/TAX INFORMATION

Resellers are required to submit a copy of their respective business registration documents for all those provinces that they want to ship to. Each province has its own name of such registration paper (see below). However, please note that there are some exceptions.

AVAD will need a hardcopy (by fax) or a softcopy (by PDF) of the actual document. If you are not registered with such taxes in the provinces but still want to buy and ship to such provinces, AVAD will charge you appropriate taxes without the tax exemption forms.

### AVAD will consider resellers with current Provincial Registration

(Please see the following below as a guideline of what is required)

Province	Tax Exemption Certificate/Tax Information
AB	Business License/Certificate of Incorporation/Provincial Registration
	<u>Alberta Electronics Recycling Program Remittance Certificate</u>
	<u>Alberta Electronics Recycling Program Notification</u>
BC	Certificate of Registration
MB	Certificate of Registration
NB	Certificate of Registration
NL	Certificate of Registration
NS	Certificate of Registration
ON	Copy of Vendor Permit
	<u>Certificate of Registration</u>
PE	Certificate of Registration
PQ	Certificat d'inscription du Quebec
	<u>Tax Certificate</u>
SK	Ministry of Finance License
	<u>Saskatchewan E-Waste Letter to Customers</u>
	<u>Saskatchewan Product List and Fees</u>



# ORDER PLACEMENT & PICK UP AUTHORIZATION

For your protection, please complete the following list of who is authorized to place orders on your account and who is authorized to pick up orders at our facilities. As changes are made in your company it is your responsibility to let us know. This information will be kept confidential.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code \_\_\_\_\_

**ORDERS**

Place Pick Up

Name: \_\_\_\_\_ Title \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_ Email: \_\_\_\_\_

The following people are **NOT** authorized to be listed on my account:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner/Principal: \_\_\_\_\_

Date: \_\_\_\_\_





# CREDIT CARD SIGNATURE ON FILE AUTHORIZATION

I hereby authorize AVAD Canada Ltd. to charge my credit card for purchases made on behalf of

(Company Name)

I further authorize that at any time my account becomes past due, AVAD Canada Ltd. may use this card to settle the debts that are owed on behalf of company. This authorization will serve as "Signature on File" on all transactions. Authorization will remain in effect until cancellation is made by either party. All purchasing/credit card information will remain confidential and will not be released to any unauthorized party.

**All credit card information will remain confidential and will not be released to any unauthorized party.**

AVAD Customer #

Legal Company Name

Visa  MasterCard  American Express

Card Number  Expiration Date

3 or 4 Digit Card Verification#



3 Digit Card Verification Number

Name as it appears on card

Credit Card Billing Address

Billing City

Province

Postal Code

Is Cardholder Currently an authorized user on account?  Yes  No

If No, approval from authorized user on account is required.

Authorized User Name:

Authorized User Signature: \_\_\_\_\_ 

Add Cardholder as an authorized user on account?  Yes  No

Signature of Cardholder \_\_\_\_\_ 

Use as Primary Card on account

Replace Other Cards on File

Add as Additional Card

One Time Use ONLY for PO# / Sales Order #

**To:** AVAD Canada Ltd - Customer Service  
**Phone Number:** (866) 523-2823  
**Fax to:** (866) 475-8606  
**Email:**

*(You must print and sign all the required documents before emailing the completed application.)*

**From:**

Company Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Checklist: Did you include all of the following for you application to be processed?**

- Dealer Profile
- Account Application *(Completed & Signed)*
- Recycle Program *(Completed & Signed)*
- Drop Shipment Certificate - Quebec *(Completed & Signed if applicable)*
- Order Placement & Pick Up Authorization Form *(Completed & Signed)*
- Authorization for Credit Card Purchases
- Copy of Business Registration

Reset Form

Print Form