



MANUFACTURING & DISTRIBUTING, INC.  
6530 S. Hinson St, Las Vegas, NV 89118

# Application for Account

Toll Free: (800) 777-7606  
Phone: (702) 871-7606  
Fax: (702) 269-0809  
Email: bwfar@blynco.com

Company Information				
Legal Name		DBA		
Mailing Address, City, St, Zip				
Shipping Address, City, St, Zip				<input type="checkbox"/> Commercial <input type="checkbox"/> Residential
Phone	Fax	Website		PO Required <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	Fed Tax ID#	Years in Business	Annual Sales
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Other _____			

Principals/Owners		
Name	Title	SSN
Home Address, City, St, Zip		
Phone #	Mobile #	Email
Name	Title	SSN
Home Address, City, St, Zip		
Phone #	Mobile #	Email
Name	Title	SSN
Home Address, City, St, Zip		
Phone #	Mobile #	Email

Trade References				
Vendor Name				Contact
Address, City, St, Zip				
Phone #	Fax #	Account #	Terms	Credit Limit
Vendor Name				Contact
Address, City, St, Zip				
Phone #	Fax #	Account #	Terms	Credit Limit
Vendor Name				Contact
Address, City, St, Zip				
Phone #	Fax #	Account #	Terms	Credit Limit

I hereby give authorization to all references listed above and all credit reporting agencies to release requested credit information to Blynco Manufacturing & Distributing, Inc. I agree to all Blynco Terms and Conditions of Sale. Blynco's Terms and Conditions of Sale may change from time to time and they are subject to change with or without notice. A FINANCE CHARGE of 2% per month (24% APR) is charged on all past due amounts. In the event collection action is taken to collect all or part of this account, I agree to pay all costs of collection, including court costs and attorney fees in addition to all other amounts due.

Signature	Title
Printed Name	Date

### PERSONAL GUARANTEE

I/We, the undersigned, will be personally and individually responsible for all debts incurred by the above company, by ourselves or our representatives. We acknowledge that we are signing not only in our business capacity, but individually to personally guarantee all account indebtedness.

Signature	Signature
Individual Name	Individual Name
Date	Date

Company Information	
Account#	Company Name

Order Confirmations	
Please indicate which method you would like Blynco to use to send your order confirmations. When email is selected, both customer service entered orders and online orders will be sent to this email address. Faxed confirmations are automated so a dedicated fax line is required.	
<input type="checkbox"/> Email	Email Address:
<input type="checkbox"/> Fax	Fax Number:
<input type="checkbox"/> Both	Please provide both an email address AND fax number above.

Administrative Contacts	
Accounts Payable/Payment Contact	
Name	Email
Phone	Fax

Website Access for www.Blynco.com						
Company Administrator						
Name			Email			
Users & Permissions (company administrator can setup and maintain individual users. Add and change requests to Blynco must be in writing)						
Name		Email			Login ID	
<input type="checkbox"/> User Profile	<input type="checkbox"/> Order Status	<input type="checkbox"/> Place Orders	<input type="checkbox"/> Costs/Discounts	<input type="checkbox"/> Promotions	<input type="checkbox"/> Accounting	
Name		Email			Login ID	
<input type="checkbox"/> User Profile	<input type="checkbox"/> Order Status	<input type="checkbox"/> Place Orders	<input type="checkbox"/> Costs/Discounts	<input type="checkbox"/> Promotions	<input type="checkbox"/> Accounting	
Name		Email			Login ID	
<input type="checkbox"/> User Profile	<input type="checkbox"/> Order Status	<input type="checkbox"/> Place Orders	<input type="checkbox"/> Costs/Discounts	<input type="checkbox"/> Promotions	<input type="checkbox"/> Accounting	
Name		Email			Login ID	
<input type="checkbox"/> User Profile	<input type="checkbox"/> Order Status	<input type="checkbox"/> Place Orders	<input type="checkbox"/> Costs/Discounts	<input type="checkbox"/> Promotions	<input type="checkbox"/> Accounting	

**User Profile:** User can change their own login ID and password. **Order Status:** User has permission to see order status' for the company. **Place Orders:** User has permission to place online orders. **Cost/Discounts:** User can see the company discount sheet and order costs. **Promotions:** User can see promotional content. **Accounting:** User has permission to see invoices on the account and make online payments. Refer to the website manual for a more detailed explanation of user permissions.

## Resale Certificate

A resale certificate is required from your company for each state that you operate in. A faxed copy of this form cannot be accepted. Please mail the original signed copy to:

Blynco Mfg & Dist, Inc.  
Attn: Accounts Receivable  
6530 S. Hinson St.  
Las Vegas, NV 89118

I HEREBY CERTIFY:

1. I hold a valid seller's permit number: \_\_\_\_\_ State: \_\_\_\_\_
2. I am engaged in the business of selling: Window blinds, shades, shutters and/or related window covering products.
3. This certificate is for the purchase from Blynco Mfg & Dist, Inc. of the item(s) I have listed in paragraph 5 below.
4. I will resell the item(s) I have listed in paragraph 5 below, which I am purchasing under this resale certificate in the form of tangible personal property in the regular course of my business operations, and I will do so prior to making any use of the item(s) other than demonstration and display while holding the item(s) for sale in the regular course of my business. I understand that if I use the item(s) purchased under this certificate in any manner other than as just described, I will owe and report the use tax based on each item's purchase price or as otherwise provided by law.
5. Description of property to be purchased for resale: Window blinds, shades, shutters and related window covering products.

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Name of Company

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Address, City, State, Zip of Company

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Name of Principal or Authorized Officer

Title

---

Signature of Principal or Authorized Officer

Date

## Credit Card Authorization

Toll Free: (800) 777-7606  
 Phone: (702) 871-7606  
 Fax: (702) 871-5647  
 Email: bwfcs@blynco.com



Account #			
Account Name			
Cardholder Name			
Credit Card Billing Address	Street Address		
	City	State	Zip
Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express <input type="checkbox"/> Discover
Card Number			
Expiration Date			
CVV Code*			

\*CVV code is the 3 digit code located on the back of the card for Visa, Mastercard and Discover. American Express has a 4 digit code printed on the front of the card.

**PLEASE CHECK ONE BOX BELOW:**

- One Time Charge:** I am authorizing a one time charge in the amount of \$\_\_\_\_\_. The amount shown may only reflect a deposit to be applied toward the balance of the order and is not an indication that the order is paid in full.
- Non-Automatic Charge:** I wish to be notified before you charge my card. I understand that my order(s) will not be processed or shipped until I grant specific authoriation for each charge.
- Automatic Charge:** I understand and authorize that my card will automatically be charged for purchases made on my account based upon my payment terms. This will remain in effect for all orders accepted by Blynco Mfg & Dist though the date it is specifically revoked in writing.
- Remove:** Please remove my card information from your files.

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

\_\_\_\_\_  
 Date



**Terms and Conditions of Sale**  
August 1, 2012

**General:** All prices and terms of sale are subject to change without notification; however verification is available during normal business hours. Orders are subject to acceptance by Blynco Mfg. & Dist. and will invoice at the prices in effect on the date order is accepted. Blynco Mfg. cannot be held responsible for unavoidable delays in shipment over which Blynco Mfg. has no control.

**Sales Tax:** A State Resale Tax Card must be signed and returned with this credit application for Dealers in states with Sales Tax.

**Terms:** Terms of Sales are proforma (payment at time of order) or upon approved credit, net 30 days. Delinquent invoices are subject to a 2% monthly finance charge (24% APR). We will assess the 2% finance charge on the first day of each month. Please pay by invoice as we do not send monthly statements.

**Credit Limits:** We assign all accounts credit limits. The account balance is calculated by the sum of unpaid invoices plus the sum of all open orders. If the customer's account balance becomes larger than the established credit limit, then the customer will be required to make payment sufficient to drop the account balance below the approved credit limit. The Dealer must make an immediate payment even if their invoices and/or orders have not aged to the account terms. Open Account balances must be kept current or be subject to revocation of open account privileges. Any customer on open account status whose account becomes delinquent may be changed to proforma.

**Payments:** Payments using a major credit card may be made online by logging onto your account and clicking on Manage Accounting at [www.blynco.com](http://www.blynco.com). You may also setup an automatic charge to your credit card by completing a Credit Card Authorization Form and checking the appropriate box. If you remit payment, please clearly mark your account number and the invoices being paid on your remittance for proper credit to your account.

**Returned Checks:** Checks returned for insufficient funds or any stop payment, is grounds for revocation of open account privileges. Returned checks justify a change of terms to cash only. \$30 service charge assessed on all returned checks.

**Delivery Service:** Delivery on a Blynco truck within our delivery service area is \$25 per delivery. Other product specific freight and handling charges may apply.

**Freight Damage/Loss:** If merchandise is damaged by the freight carrier you must document the damage on the proof of delivery prior to signing for receipt. If you have a lost or damaged small parcel shipment, call us and we will help you with your claim. For goods that have been lost or damaged in truck line shipments, the dealer must contact the carrier directly and initiate the claim. Please contact us only after you have initiated the claim.

**Product Specific Terms:**

For Blynco Window Fashions or Graber® products, please refer to the Blynco Window Fashions and Graber® terms of sale. For ADO products, please refer to the ADO products terms of sale.

For Norman products, please refer to our Shutter Binder which contains the appropriate policies and terms of sale.



**Terms and Conditions of Sale**  
August 1, 2012

**Blynco Window Fashions & Graber® Products**

**Shipping, Handling & Freight Charges**

**Parcel Freight:** A surcharge of \$3.00 per blind/unit with a maximum of \$75 per order will apply. Handling charges still apply for Simple Selections will call orders. Dealer is billed actual freight cost for all shipments to any other address.

**Common Carrier:** Larger blinds generally over 100" in width or verticals over 100" in width or length, or packages that exceed 150 pounds that cannot be shipped parcel freight, we will ship common carrier. Common Carrier (truck lines) shipment of oversized larger blinds will still have a surcharge of \$3.00 per blind (maximum of \$75) + \$69.00 per order.

**Orders**

For best results, properly completed Blynco order forms should be used and faxed or emailed to us. We accept telephone orders at the Dealer's convenience and risk on selected products. Our staff reads telephone orders back with the understanding that only the dealer can tell us if there was an input error. Therefore, dealers accept responsibility for the accuracy of all phone orders and agree to pay for any remake or to correct any error. Written orders transmitted by fax or email using Blynco order forms are guaranteed 100% by Blynco. Shutter orders are NOT accepted by phone and must be either faxed or emailed.

**Cancellations/Changes:** Once an order has been placed and is in production any requests for changes and/or cancellations is not allowed.

**Repairs/Remakes:** Errors or defective products made by Blynco Mfg. & Dist. or one of our vendors will be corrected at our expense. Blynco Mfg. & Dist. must be notified in writing within 14 days of receipt of goods. If the dealer is at fault, you agree to pay for the cost of the repair or remake and any associated shipping and handling charges.

**Returns:** Please order carefully as custom orders can not be return for credit. Stocked items can be returned but must be in the original unopened package in resalable condition. There is a 20% restocking charge on all returned stock items. Special order items cannot be returned. You must obtain a "Return Goods Authorization" (RGA) number from Blynco Mfg. & Dist. prior to the return and the RGA number must be clearly marked on the outside of the returning package.

**Contract Quotes and Shutter Orders:** A 50% deposit is required at time of order with the balance due under established account terms.

**ADO Products**

**Shipping, Handling & Freight Charges**

Orders will generally be shipped from Spartanburg, South Carolina directly to the dealer. Orders required to be matched with product fabricated by Blynco will be shipped from Las Vegas, Nevada. Freight charges will be added to ALL orders even if they are will call. Orders are held to ship complete. Shipping charges will be applied individually to customer requested split shipments. Freight and crating charges are net and will be added to the invoice. By knowing the freight charges in advance dealers know their costs and can prepare their quotes accordingly.

**Parcel Freight:** Flat rate shipping of \$15 for small package ground shipping per customer order confirmation to dealer address.

**Common Carrier:** Flat rate shipping of \$160 for packages exceeding 105" in length, 65" total girth or packages exceeding 150 pounds. Board mounted Top Treatments over 67" wide will be shipped via common carrier.

**Crating Charges:** Packages and board mounted treatments over 150" in width will be crated to prevent damage. A crating fee will apply as follows.

150" – 199"	\$50
200" – 249"	\$80
250" – 299"	\$110
300" and up	\$150

**Orders**

Cut fabric orders will be accepted by phone, fax, or email. Orders for fabricated products must be placed by fax or email.

**Fabric Cut-to-Measure:** Minimum order of 1 yard and in ½ yard increments. Returns are not accepted unless the fabric is defective. A \$20 restocking fee may apply and customer is responsible for the return freight costs. All fabric must be inspected by the purchaser since no returns are accepted once the fabric has been cut. We do not calculate yardage for your specific project please consult your workroom.

**Fabric Bolts:** Bolts will be supplied in whole pieces without flaws. Yardage will vary due to flaws being cut out. Bolts may be returned only by prior approved RGA and are subject to a restocking fee. Customer is responsible for the return freight costs. We may request your cut sizes so we can properly fill bolt orders. We will not calculate cut sizes, you must obtain your cut sizes from your workroom.

**Certain fabrics** may carry disclaimers due to room temperature, usage and folding. If recommendations are not followed, we assume no responsibility for these inherent characteristics of fabrics. Please see price guide for further details.

**Custom Products:** Orders for custom products may not be cancelled or returned.

**Trademark:** Purchaser agrees to sell ADO products under the ADO brand name-logo and/or all registered ADO designs. ADO samples must be displayed with the ADO header or ADO name. ADO samples may not be displayed or used under another name.

**Contract Quotes** are available for a fabric order of 60 yards or more of a single design/color. Minimum quantity may vary depending on the price of the fabric.