



Dear Design Partner,

Welcome to Saybrook Home! With over 40,000 square feet of showroom, Saybrook Home is your design resource in the Connecticut and lower Rhode Island areas. Our departments include the industry's finest in living and dining room furniture, custom window treatments, hardware and lighting, rugs, and a home shop full of accessories to embellish the home.

As a trade partner, we invite you into Saybrook Home to work on your projects in a space that is comfortable and filled with resources. We let you design with as much or as little help from our design staff as you may need. Additionally, Saybrook home extends all of our services to you including handling the details of your order, status inquires and updates, and receipt and white glove delivery of your product to the customer.

Included in this welcome packet are the following forms. Please fill these out and send them back to us along with a copy of your tax & resale certificate within 30 days. Registration will be complete and you will be assigned a designer number within 10 business days upon receipt of these documents.

- Saybrook Home Design Partner Program Terms & Conditions
- Saybrook Home Design Partner Program Application Form
- W9 Tax Document
- CT Resale Certificate

Should you have any questions, please feel free to email designpartner@saybrookhome.com to set up a tour of the store and discuss the program and your needs as a design partner.

Saybrook Home

Design Partner Program Terms & Conditions

Partnership Rewards:

Once registered your discount will be eligible on purchases for 2 calendar years, dating back to the beginning of the year you registered. For example, if you sign up for our Design Partner Program on 6/01/19, your membership will come up for renewal on 1/1/21. Reach or exceed \$10,000 in sales, and receive 10% cash back on that number and 10% cash back on any purchase that follows. Achieving \$10,000 in one year's time automatically renews your partnership for the next year. Your trade discount is not transferable. The discount may only be used for your clients' purchases at Saybrook Home.

Terms:

Applicants must reapply if any of the following occur:

- Resale certificate expires and portfolio is not updated
- Retail sales fall beneath \$10,000

Purchases:

Registered designer must be present at time of purchase. Your Design Partner discount may not be used for purchases made during certain special events such as warehouse or clearance sales at Saybrook Home's sole discretion, or towards the purchase of any Saybrook Home gift certificate.

Prices:

All sales quotes and invoices you or your clients receive from Saybrook Home will list the current retail prices in effect for all Saybrook Home products listed. We are not able to modify our sales quotes or invoices per any member's request.

Commissions:

Commissions will be paid by the 15th of every month following completion of delivery, subject to adjustments for cancelled orders, product returns, or accommodations. Should multiple deliveries for any order occur within the same month, the fees for all deliveries in that month will be calculated and paid at one time. Should multiple deliveries for any order occur within two or more distinct months, the fee at the end of each month will be calculated for only the items of any order that were paid for and received by the client during the previous month.

Deposits:

All special orders require a 50% nonrefundable deposit. All clearance items, floor models, and fabric cut yardage orders require payment in full. We accept all major credit cards plus company and personal checks.

Shipping Charges & Estimated delivery dates:

Estimated delivery dates differ for all of our products. Your Saybrook Home contact will be able to provide estimated delivery dates for all products ordered to either you or your client within ten business days of your purchase. Updates will be provided as necessary or requested. All to the trade partners will be charged the normal Saybrook Home delivery charges based on what town we are delivering to. For

out of state deliveries, we have an outside delivery company provide us with a quote for white glove delivery service to your client. We do not ship internationally. Your client must arrange for international shipping from the United States.

Receipt & Delivery:

Saybrook Home inspects every piece of product when it arrives at our warehouse. Should any issues arise, you will be notified and consulted on the matter. We offer white glove delivery as a service of our operation. Registered designer does not have to be present at time of delivery unless requested by Saybrook Home or the designer’s client. Delivery will be scheduled in advance and after receipt of product in our warehouse. At least one individual of choice must be present at time of delivery.

Cancellation & Returns:

There are no cancellations on special orders. All merchandise must be paid for at time of delivery. All in stock purchases are subject to normal store return policies. All clearance items are final sale items.

Agreement:

Membership approval is contingent upon receipt of approved credentials and a completed application. If you have your own employees, please be aware that each designer on your staff must individually be listed on your account form as an authorized representative of your company.

Designer agrees and accepts the terms and conditions of purchasing and acknowledges that these terms and conditions may change from time to time without notice.

Company Name

Designer Name

DESIGN PARTNER PROGRAM

APPLICATION FORM

Date: _____

Name: _____

Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Tax ID # _____ (Required by Federal tax regulations)

PLEASE ATTACH A BUSINESS CARD AND A CURRENT RESALE CERTIFICATE