

Designers' WORKSHOP

2618 UNIVERSITY BOULEVARD WEST | JACKSONVILLE, FL 32217 | P - 904.731.4494 | F - 904.730.3178

Welcome to Designer's Workshop! We are here to serve you in a pleasant atmosphere and to offer discounts that will allow you the highest profit margin. Enjoy your stay at our showroom and online and feel free to ask any questions you may have.

REGISTRATION INFORMATION

1. Each decorator/designer who registers with us will be assigned an account number and a file will be initiated for him/her. No pricing information will be given over the phone unless the caller is recognized as a registered patron of Designers' Workshop.
2. A current Florida tax number as well as a copy of a current Florida tax resale certificate and a designer/decorator business license are required in order to receive wholesale pricing.

POLICIES & PROCEDURES

Please realize that a great deal of expense has been invested in our lending library for the benefit of all of our patrons. Thus, it is reasonable for us to assume that, as a matter of integrity, when our library is used, related orders will be placed through us. Our profits help us to regularly increase and update the library to benefit our patrons.

1. Procedures will be explained on the patron's first visit. After browsing in the showroom, we ask that everyone please return all supplies and books to their designated spaces unless they are to be checked out for further use.

Check-out System

- All hanging samples and books are checked out at the front desk to help us maintain accurate records.
- Fabric and wall covering samples are loaned for one week.
- TRIM BOOKS and BLINDS are loaned for two days (unless special arrangements are made).
- One-week extensions may be made without late-fee assessment provided we are notified PRIOR to the due date, and no one is on the waiting list for the item(s).
- Absolutely NO CUTTINGS are to be taken from fabric samples, fabric books, wall covering books, or trim books. We MUST IMPLEMENT this

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regulation in order to maintain the beauty and integrity of these items to be shown to potential clients of our patrons (see MEMO section of this document).

Check-in System

- ALL items are to be checked in at the front desk.
 - A late fee of .25 cents per item per day will be assessed (no exceptions!).
2. Memos may be ordered starting at \$3/each. When freight is charged by vendors, that freight charge is added to the designer's invoice. Some designer fabric memos are more expensive and must be returned to Designers' Workshop within 30 days. The patron may keep Duralee, Kravet, and Robert Allen memos.
 3. Upon request, Designers' Workshop staff will gladly obtain stock availability and price information. This information is especially important before final presentation to clients. Some patterns may have been discontinued, even when a book is current.
 4. NO CANCELLATIONS OR RETURNS on fabrics, borders, cut rolls, blinds, trims, carpets, or furniture.
 5. There will be no charge for the first SEVEN checkouts. If, after the SEVENTH checkout and return, no order has been placed, a USER'S FEE will be charged to help defray our overhead. This fee will be determined by type of item(s) and frequency of checkouts.
 6. Wallpaper overage is subject to a 25% to 30% restocking charge plus return freight and must be returned within 25 DAYS of our invoice date (unopened full rolls ONLY - minimum 4 single rolls). No returns allowed on case lots. Does not apply to defective goods!
 7. Designer/decorator is responsible for final inspection of goods PRIOR to installation and/or fabrication.
 8. Designers' Workshop carries a listing of various workrooms and installers, but Designers' Workshop operates independently of all workrooms and installers. Designers' Workshop accepts NO responsibility or liability for claims against any of these workrooms or installers.

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9. A 50% deposit is required on all orders. Full payment is required upon ordering if goods are to be drop-shipped or picked up by an installer, fabricator, etc.
10. A written Purchase Order, faxed, hand-delivered or mailed is required on large orders. Please type or write legibly. For prompt order placement by Designers' Workshop, faxed orders necessitate credit card payment.
11. All merchandise must be picked up within ten days of notification of arrival. Due to a lack of space, we are unable to warehouse your goods.
12. Once invoice copy will be given will be given with each order. We ask that the invoice be signed for verification when the deposit is made.
13. Clients are welcome and must be accompanied by their designer/decorator. However, we cannot be held responsible for them hearing discussions regarding wholesale prices (as opposed to retail), since our business is "to the trade" only.
14. Business checks, cash and Visa, Mastercard, and Discover credit cards are accepted.

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POLICIES AND PROCEDURES ACCEPTANCE

Please complete the information below, after thoroughly reading the preceding pages, and fax this page only to Designers' Workshop at 904-730-3178.

I understand the policies, procedures, and guidelines for Designers' Workshop as outlined in the preceding pages 1-3. Any variances must be agreed upon by both Designers' Workshop and the designer/decorator signing this acceptance page. Notification of any permanent revisions will be made in writing to all patrons.

Name (please print) _____

Signature _____

Date Signed _____

Once we have received this signed form, your account number will be assigned at that time and you will be given a copy of your registration packet.