



Office Use Only

Account # \_\_\_\_\_

Approved By: \_\_\_\_\_

### Dealer Application

Please complete and submit this application along with a copy of your (EIN) Federal Tax Id Number certificate before placing your 1<sup>st</sup> order. We will review your completed application to determine if your company is a good fit for our products. The approval process may take up to a week. PA dealers must fill out a PA Exemption Certificate.

The minimum order to open an account is \$150. There is no minimum reorder, but the minimum shipping charge is \$12 per shipping address. Orders must be PREPAID by check or credit card, sorry we do not ship COD.

#### 1. Company Information

Business Name & dba (if applicable) \_\_\_\_\_

Owner \_\_\_\_\_

Street Address \_\_\_\_\_

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

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

City, State, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_

Year Established \_\_\_\_\_

Website Address \_\_\_\_\_

(include a copy of your EIN certificate with your application)

#### 2. Contact Information

Buyer Name \_\_\_\_\_

Buyer Phone # \_\_\_\_\_

Buyer Fax # \_\_\_\_\_

Buyer Email \_\_\_\_\_

Accounts Payable Name \_\_\_\_\_

AP Phone # \_\_\_\_\_

AP Fax # \_\_\_\_\_

AP Email \_\_\_\_\_

#### 3. Tell Us About Your Business

How do you intend to market our products? (check all that apply)

- ☐ Retail Store
- ☐ Website
- ☐ 3<sup>rd</sup> Party Websites (Amazon/eBay/Etsy)
- ☐ Other - explain \_\_\_\_\_

By signing this application, you are verifying you have read our Wholesale Dealer Policies, including the MAP Pricing Policy and agree abide by the conditions. Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this **completed form** and a **copy of your tax certificate** to us through one of the following methods:

Fax 717-409-1675, Email [service@katieshandcraftedlighting.com](mailto:service@katieshandcraftedlighting.com), Mail: 105 Mill Road, Womelsdorf, PA 19567

**Katie's Handcrafted Lighting LLC**

105 Mill Road

Womelsdorf, PA 19567

Phone: 484-388-1506

Fax: 717-409-1675

## Credit Card Authorization form

Fill out this form if you are wanting to pay your orders by credit card.

Date:

Company Name:

Name as it appears on Credit Card:

Street Address:

City:

State/Province:

Zip:

Country:

Email:

Phone:

Credit Card Type:



VISA



MasterCard



American Express



Discover

Credit Card Number:

Exp. Date:

CVV #:

Select One:



One-time charge only



Authorize Katie's Handcrafted Lighting LLC to keep on file &amp; charge all future invoices\*

Signature:

Please return the completed and signed form via fax (717) 409-1675 or e-mail [service@katieshandcraftedlighting.com](mailto:service@katieshandcraftedlighting.com) or mail to: Katie's Handcrafted Lighting LLC, 105 Mill Road, Womelsdorf, PA 19567

Terms and Conditions:

\*By accepting these terms, you authorize Katie's Handcrafted Lighting LLC to automatically charge the credit card indicated above for current and/or future orders placed by you.

If this is a 1 time charge authorization:

Invoice/ Product/ Service order #:

Authorized Amount:

## Katie's Handcrafted Lighting LLC - Wholesale Dealer Policies

**Minimum Order:** The minimum order to open an account is \$150. There is no minimum for reorders, however there is a minimum shipping charge of \$12.00 per shipping address.

**Payment Terms:** Orders must be paid before shipment by one of the following methods, credit card, debit card, cash, check, or request we include the "Pay It Now" feature with the invoice we email you. "Pay It Now" is a link to a secure site where you can pay your invoice by credit card, debit card, or check. Please note orders which place a Credit Card on file with us, will ship quickest, as we will not have to wait for you to make payment.

**Returns & Refused Shipments:** No returns will be accepted without prior authorization. Authorized returns must be returned in saleable condition with all price tags removed. All returns and refused shipments are subject to a 20% restocking charge. No returns will be accepted after 30 days of receipt of merchandise. No cash refunds for returned merchandise, credit only.

**Dealer Locator On Katie's Website:** Dealers who have purchased \$500 or more in merchandise in the past 12 months may apply to be listed on our website's Dealer Locator. If you choose to be included on our dealer locator it will be your responsibility to keep us informed of any changes to your address or contact information.

**Minimum Advertised Price (MAP):** Our lighting products may not be advertised for less than the current MAP price.

**Warranty:** Katie's Handcrafted Lighting fixtures are guaranteed for 5 years against manufacturing defects provided the fixture was not altered or rewired by the installer or customer. Fixtures designed for indoor use that are used outdoors will automatically void the warranty. Items may be repaired or replaced at Katie's discretion.

**Misprints & Typo's:** Katie's Handcrafted Lighting LLC reserves the right to correct any typographical errors on item descriptions or item prices at any time.

**Ordering:** Fax orders to 717-409-1675 or email orders to [service@katieshandcraftedlighting.com](mailto:service@katieshandcraftedlighting.com)

Online ordering is available to our dealers, visit [katieshandcraftedlighting.com](http://katieshandcraftedlighting.com) to open an account. When we have your dealer application documentation in place we will allow you access to the wholesale catalog for online ordering.

**Order Acceptance:** We reserve the right at any time after receipt of your order to accept or decline your order for any, or no reason, or to supply less than the quantity you ordered of any item. In the unlikely event we need to cancel your order, we will contact you. In the event we would need to ship less than the ordered quantity we will contact you for approval to do so.

**Shipping Rates:**

Due to the huge disparity in shipping costs, dependent upon destination, shipping will be invoiced at cost per order. (\$12.00 minimum charge per address). Approx. costs for small chandeliers = \$15 - \$30, medium sized chandeliers \$40 - \$80, large chandeliers \$75 - \$140, Elders 3-Tier \$150-\$450, Kingston 4 Tier \$250-\$650

Shipping outside the Continental United States, please call for a quote.

**Privacy Policy:**

We, "Katie's Handcrafted Lighting LLC " endeavor to keep your personal information private and secure. When you make a purchase or subscribe to our newsletters or email lists from our website, you provide your name, address, email address, credit card information and phone number. We use this information to process your orders, to keep you updated on your orders, keep you informed about our latest products, and to personalize your shopping experience. Customer information will not be sold, exchanged, transferred, or given to any other company, without the consent of the customer, other than for the express purpose of delivering the purchased product or service requested by the customer.

Our secure servers protect your information using advanced encryption techniques and firewall technology. We use "cookies" on our website to keep track of your current shopping session so that you may retrieve your shopping cart at any time and to provide you with a personal shopping experience. Customer will not receive any continual email solicitation from the company, unless the customer consents to the solicitation at checkout, or through an opt-in process. And, if the customer does consent to receive email from the company and would like to unsubscribe please send us an email at [service@katieshandcraftedlighting.com](mailto:service@katieshandcraftedlighting.com) stating your desire to do so.

**Dealers Located In Pennsylvania** must fill out the highlighted fields on the Pennsylvania Sales Tax Exemption form below and return it with your application.



BUREAU OF  
BUSINESS TRUST FUND TAXES  
PO BOX 280901  
HARRISBURG, PA 17128-0901

## PENNSYLVANIA EXEMPTION CERTIFICATE

### CHECK ONE:

- ☒ STATE OR LOCAL SALES AND USE TAX  
☐ STATE OR LOCAL HOTEL OCCUPANCY TAX  
☐ PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)  
☐ VEHICLE RENTAL TAX (VRT)

(Please Print or Type)

This form cannot be used to  
obtain a Sales Tax License  
Number, PTA License Number  
or Exempt Status.

Read Instructions  
On Reverse Carefully

**THIS FORM MAY BE PHOTOCOPIED – VOID UNLESS COMPLETE INFORMATION IS SUPPLIED**

- CHECK ONE:** ☐ PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)  
☒ PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

#### Name of Seller, Vendor, or Lessor

Katies Handcrafted Lighting LLC

Street	City	State	ZIP Code
1340 Girlscout Road	Denver	PA	17517

**NOTE:** Do not use this form for claiming an exemption on the registration of a vehicle. To claim an exemption from tax for a motor vehicle, trailer, semi-trailer or tractor with the PA Department of Transportation, Bureau of Motor Vehicles, use one of the following forms:

FORM MV-1 Application for Certificate of Title (first time registrations)

FORM MV-4ST Vehicle Sales and Use Tax Return/Application for Registration (other registrations)

Property and services purchased or leased using this certificate **are exempt** from tax because: (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested.)

- ☐ 1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: \_\_\_\_\_
- ☐ 2. Purchaser is a/an: \_\_\_\_\_
- ☒ 3. Property will be resold under License Number \_\_\_\_\_. (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
- ☐ 4. Purchaser is a/an: \_\_\_\_\_ holding Exemption Number \_\_\_\_\_
- ☐ 5. Property or services will be used directly and predominately by purchaser performing a public utility service.  
☐ PA Public Utility Commission PUC Number \_\_\_\_\_ and/or ☐ US Department of Transportation MC/MX \_\_\_\_\_
- ☐ 6. Exempt wrapping supplies, License Number \_\_\_\_\_. (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
- ☐ 7. Other \_\_\_\_\_  
 (Explain in detail. Additional space on reverse side.)

I am authorized to execute this Certificate and claim this exemption. Misuse of this Certificate by seller, lessor, buyer, lessee, or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee	Signature	EIN	Date
Street	City	State	ZIP Code

### 1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within 60 days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

### 2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the same information as appears on this form.

### 3. RETENTION:

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies.

**DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.**

### 4. EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75-00000-0).



# GENERAL INSTRUCTIONS

Those purchasers set forth below may use this form in connection with the claim for exemption for the following taxes:

- a. State and Local Sales and Use Tax;
- b. PTA rental fee or tax on leases of motor vehicles;
- c. Hotel Occupancy Tax if referenced with the symbol (●);
- d. PTA fee on the purchase of tires if referenced with the symbol (+);
- e. Vehicle Rental Tax (VRT)

## EXEMPTION REASONS

- 1.) Property and/or services will be used directly and predominately by purchaser in performing purchaser's operation of:

A. Manufacturing      B. Mining      C. Dairying      D. Processing      E. Farming      F. Shipbuilding

This exemption is not valid for property or services which are used in: (a) constructing, repairing, or remodeling of real property, other than real property which is used directly in exempt operations; or (b) maintenance, managerial, administrative, supervisory, sales, delivery, warehousing or other nonoperational activities. Effective October 1, 1991, this exemption does not apply to certain services and PTA tire fee.

- 2.) Purchaser is a/an:

- + A. Instrumentality of the Commonwealth.
- + B. Political subdivision of the Commonwealth.
- + ● C. Municipal Authority created under the "Municipality Authorities Acts".
- + ● D. Electric Cooperative Corporations created under the "Electric Cooperative Law of 1990".
- E. Cooperative Agricultural Associations required to pay Corporate Net Income Tax under the Cooperative Agricultural Association Corporate Net Income Tax Act (exemption not valid for registered vehicles).
- + ● F. Credit Unions organized under "Federal Credit Union Act" or Commonwealth "Credit Union Act".
- + ● G. United States Government, its agencies and instrumentalities.
- H. Federal employee on official business (Exemption limited to Hotel Occupancy Tax only. A copy of orders or statement from supervisor must be attached to this certificate.)
- I. School Bus Operator (This Exemption Certificate is limited to the purchase of parts, repairs or maintenance services upon vehicles licensed as school buses by the PA Department of Transportation. For purchase of school buses, see NOTE below.)

- 3.) Property and/or services will be resold or rented in the ordinary course of purchaser's business. If purchaser does not have a PA Sales Tax License Number, complete Number 7 explaining why such number is not required. This Exemption is valid for property or services to be resold: (1) in original form; or (2) as an ingredient or component of other property.

- 4.) **Renewable Entities beginning with the two numbers 75:**

- A. Religious Organization
- B. Volunteer Firemen's Organization
- C. Nonprofit Educational Institution
- D. Charitable Organization

- Permanent Exemptions beginning with the two numbers 76:**

- E. School District

- Special Exemptions:**

- F. Direct Pay Permit Holder
- + ● G. Individual Holding Diplomatic ID
- H. Keystone Opportunity Zone
- I. Tourist Promotion Agency

Exemption limited to purchase of tangible personal property or services for use and not for sale. The exemption shall not be used by a contractor performing services to real property. An exempt organization or institution shall have an exemption number assigned by the PA Department of Revenue and diplomats shall have an identification card assigned by the Federal Government. The exemption for categories "A, B, C and D" are not valid for property used for the following: (1) construction, improvement, repair or maintenance of any real property, except supplies and materials used for routine repair or maintenance of the real property; (2) any unrelated activities or operation of a public trade or business; or (3) equipment used to maintain real property.

- 5.) Property or services will be used directly and predominately by purchaser in the production, delivery, or rendition of public utility services as defined by the PA Utility Code.

This Exemption is not valid for property or services used for the following: (1) construction, improvement, repair or maintenance of real property, other than real property which is used directly in rendering the public utility services; or (2) managerial, administrative, supervisor, sales or other nonoperational activities; or (3) tools and equipment used but not installed in maintenance of facilities or direct use equipment. Tools and equipment used to repair "direct use" property are exempt from tax.

- 6.) Vendor/Seller purchasing wrapping supplies and nonreturnable containers used to wrap property which is sold to others.

- 7.) Other (Attach a separate sheet of paper if more space is required.)