



elm & iron

HOME GOODS

TRADE PROGRAM

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Thank you for your interest in our Trade Program!

The Trade Program is only for qualifying professional interior designers, home stagers, architects, and licensed general contractors who work with clients on their design or home improvement projects.

Please contact us if your business falls outside of these parameters & we are happy to assess.

Trade members have access to ONE of the following purchasing or rewards options:

OPTION 1

PRODUCT DISCOUNT

An exclusive discount on purchases, including special orders for regularly priced new merchandise & authentic vintage.

OPTION 2

COMMISSION

Competitive commission on qualifying trade purchases (regularly priced merchandise).

Trade members may use one of the rewards options listed above. Members may not alternate between rewards options. Multiple options cannot be applied to a single invoice or used simultaneously. Program options cannot be combined with any other sale, clearance, discount, or promotional pricing. Invoices must be paid in full and any applicable return grace periods met prior to an invoice qualifying for commission payments. Absolutely no returns or exchanges will be approved once commission is paid. Commission checks are issued quarterly.

Please direct any trade inquiries & submit all applications via email to kate@elmandiron.com

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To qualify for our Trade Program, please provide the following documentation:

BUSINESS VERIFICATION (ONE OF THE FOLLOWING):

- Copy of a valid Business License verifying your business in interior design, general contracting, architecture or home staging.
- Copy of a State Sales Tax Exemption form
- Copy of a valid EIN certificate confirming active qualifying business
- Copy of a valid membership in a major design organization (ASID, IIDA, AIA, etc.)
- Copy of a Registered Interior Design Certificate (NCIDQ, CCIDC)

REGISTRATION (BOTH OF THE FOLLOWING):

- Completed Elm & Iron Trade Program application
- Completed W9 (required only for members requesting commission)

TAX EXEMPTION:

- Valid State Sales Tax Certificate
- Completed Uniform Sales & Use Tax Certificate - Multi-Jurisdictional

SATISFACTION POLICY:

(APPLICABLE ONLY IN GREATER COLUMBUS, OH AREA)

We strive for our Trade Members & their clients to be fully satisfied with their purchases. If you are a member in the greater Columbus, OH area, we will extend a grace exchange period of 24 hours for all furniture. All special orders remain final sale. All goods must be returned in new condition. Our team reserves the right to deny return based on condition. No full refunds will be issued.

Once your Trade Program application and appropriate documentation have been submitted, please allow 48 business hours to approve your application. Qualifying Trade purchases must be invoiced under the Trade Member's account name or an Authorized Buyer on the account. The Trade Member must either be present at the time of purchase, be the direct purchasing contact for the transaction, or call ahead to approve the use of benefits for a client/buyer.

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TRADE PROGRAM APPLICATION

COMPANY NAME		STREET ADDRESS		
PHONE	FAX	CITY	STATE	ZIP
EMAIL		WEBSITE URL		

AUTHORIZED CONTACTS/BUYERS

Please list all company associates to be granted access to your Trade account, including access to pricing, billing, and the ability to make purchases and place orders on behalf of the business and its clients:

LAST NAME	FIRST NAME	TITLE

DOCUMENTATION

PRIMARY BUSINESS DESCRIPTION (Please Check One)

<input type="checkbox"/> INTERIOR DESIGNER/DESIGN FIRM	<input type="checkbox"/> ARCHITECT
<input type="checkbox"/> GENERAL CONTRACTOR/BUILDER	<input type="checkbox"/> HOME STAGER

Please attach ONE of the following:

<input type="checkbox"/> Copy of a valid Business License verifying your business in interior design, general contracting, architecture, or home staging.
<input type="checkbox"/> Copy of a Valid State Sales Tax Exempt Certificate that verifies the validity of the business as interior design, general contracting, architecture, or home staging.
<input type="checkbox"/> Copy of a valid EIN certificate confirming active interior design based business or other qualifying business.
<input type="checkbox"/> Copy of a valid membership in a major design organization (e.g., ASID, IIDA, AIA, NKBA, IDC)
<input type="checkbox"/> Copy of an Interior Design Certificate (e.g., NCIDQ, CCIDC)

Please complete and attach the following:

<input type="checkbox"/> Completed W-9* (Included with your Trade Sales Packet) - *Required for clients requesting commission or trade rewards.

TAX EXEMPT STATUS

(If your business is claiming tax exempt status and wishes to apply that status to purchases, we require both of the following pieces of documentation):

<input type="checkbox"/> Valid State Sales Tax Exempt Certificate
<input type="checkbox"/> Completed Uniform Sales and Use Tax Certificate – Multijurisdictional* (AL, GA & TN only; copy included with your application) - *Florida does not recognize out of state resale certificates.

APPLICATION SIGNATURE

Signature of Business Owner or Authorized Business Personnel	Print Last Name	Date

UNIFORM SALES & USE TAX RESALE CERTIFICATE — MULTIJURISDICTION

The below-listed states have indicated that this certificate is acceptable as a resale/exemption certificate for sales/use tax, subject to the instructions and notes on pages 2–6. The issuing Buyer and the recipient Seller have the responsibility to determine the proper use of this certificate under applicable laws in each state, as these may change from time to time. This form was revised as of February 4, 2022.

Issued to Seller: _____

Address: _____

I certify that:

Name of Firm (Buyer): _____

Address: _____

is engaged or is registered as a

- Wholesaler
- Retailer
- Manufacturer
- Seller
- Lessor (see notes on pages 2–4)
- Other (Specify) _____

and is registered for sales/use tax with the below-listed states and cities within which Seller would deliver purchases to Buyer and that any such purchases are for wholesale, resale, or ingredients or components of a new product or service to be resold, leased, or rented in the normal course of business. Buyer is in the business of wholesaling, retailing, manufacturing, leasing (renting), or selling the following:

Description of Business: _____

General description of tangible property or taxable services to be purchased from the Seller: _____

State	State Registration, Seller’s Permit, or ID Number of Purchaser	State	State Registration, Seller’s Permit, or ID Number of Purchaser
AL ¹		NE	
AR		NV ¹⁹	
AZ ²		NJ	
CA ³		NM ^{4,20}	
CO ^{4,5}		NC ²¹	
CT ⁶		ND	
FL ⁷		OH ²²	
GA ⁸		OK ²³	
HI ^{4,9}		PA ²⁴	
ID ¹⁰		RI ²⁵	
IL ^{4,11}		SC	
IA		SD ²⁶	
KS ¹²		TN ²⁷	
KY ¹³		TX ²⁸	
ME ¹⁴		UT	
MD ¹⁵		VT ²⁹	
MI ¹⁶		WA ³⁰	
MN ¹⁷		WI ³¹	
MO ¹⁸			

I further certify that if any property or service so purchased tax-free is used or consumed by Buyer so as to make it subject to sales/use tax, Buyer will pay the tax due directly to the proper taxing authority when state law so provides or inform the Seller for added tax billing. This certificate shall be a part of each order that Buyer may hereafter give to Seller, unless otherwise specified, and shall be valid until canceled by Buyer in writing or revoked by the city or state.

Under penalties of perjury, I swear or affirm that the information on this form is true and correct as to every material matter.

Authorized Signature: _____

(Owner, Partner, or Corporate Officer, or other authorized signer of Buyer)

Title: _____

Date: _____