



Woodbridge

INTERIORS

DESIGNER'S CUT

- TO THE TRADE PARTNERSHIP PROGRAM -

experience the
DIFFERENCE
at WOODBRIDGE INTERIORS

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PROGRAM OUTLINE

DESIGNER'S CUT is a To The Trade partnership program between a registered Interior Designer and Woodbridge Interiors Management. We at Woodbridge Interiors are excited about our new partnership and are dedicated to providing you and your customers with superior service.

THE ADVANTAGES

- Woodbridge Interiors focuses on product mix, procurement, billing and collection, successful delivery, and post-sale customer service management so you can focus on design and selection.
- We will track your orders for you, handle all the paperwork and provide the same services to your customers as we do our retail customers.
- We will provide professional delivery service for a minimal price.
- We make a commitment to customer service to repair or replace, at our option, any defective or damaged merchandise. Defects caused by neglect or abuse are not covered.
- Woodbridge Interiors promotions are passed along.
- Clearance items sold slightly above, at, or below wholesale on an "As Is" basis.

THE COMMISSIONS

- 5% commission for sales of furniture, accessories, rugs, bedding, and warranty programs.
- Commissions will be payable on the 15th of each month following delivery and payment in full. In order to qualify, you must accompany your client into the showroom and be a part of the selection process. In the unlikely event that an order is returned after the commission has been paid, you will be responsible to re-pay the commission to Woodbridge Interiors by the 15th of the month following the date the merchandise is returned.

TO THE TRADE PRICING

At Woodbridge Interiors, we believe that designing with home furnishings should be creative, not complicated. That's why we provide you with the simplicity of a real To The Trade Price on every product in our line.

Through To The Trade Pricing, you'll know what we believe should be the lowest and most competitive price for any Woodbridge Interiors item without guessing or negotiation. Plus, our To The Trade Price is accompanied by the service and attention to quality that you expect from Woodbridge Interiors.

It's our way of saying you deserve a REAL VALUE, not a headache.





INTERESTED IN JOINING?

If you're interested in joining our Designer's Cut To The Trade partnership program, simply call and set up a time to meet with our manager, who will be happy to answer any questions you may have.

PLEASE BRING: YOUR W-9

The W-9 form needs to be completed with either your EIN number or your social security number. Complete the EIN number if you are a corporation or a partnership. Complete the social security number if you are an individual or sole proprietorship.

COPY OF YOUR BUSINESS LICENSE

If you are a corporation or a partnership, a copy of your current business license is needed for our accounting department.

DESIGNER'S CUT PROGRAM REGISTRATION

Visit our store to register.

DESIGNER'S CUT PROGRAM AGREEMENT

Please sign and date. If you want payment to come directly to you, please sign up as an "individual" and use your social security number only. Visit any of our stores to obtain your program agreement form.



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- To The Trade partnership program is only available to approved, qualified interior designers and decorators.
- Our showroom is your showroom and we guarantee that there is always something new to inspire you and your client.

DESIGNER MUST ACCOMPANY CLIENT INTO THE STORE FOR INITIAL VISIT

- Professional support on tracking your orders, paperwork and delivery.
- Accessories available for in-home approval by your clients.
- Well-trained support staff to support you in the showroom and behind the scenes.
- Special in-store events held especially for the To The Trade partners.



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TAX FORM CLARIFICATION

We, at Woodbridge Interiors, are committed to providing our design partners with unequaled selection and the finest quality furniture available in the home furnishings market. As part of this extraordinary partnership, we want to provide you with useful information regarding our design program as it relates to income and sales tax reporting to the IRS and your state.

Each designer earning commissions through Woodbridge Interiors' DESIGNER'S CUT is required to fill out an IRS form W-9 (Requested for Taxpayer Identification Number and Certification). Information required includes your name (as shown on your tax return), business name (if different), type of entity, your address and Taxpayer Identification Number. If you are an individual or sole proprietor, you must furnish your Social Security number. If you are reporting the commission income as a corporation, partnership or other taxable entity, you must provide the federal EMPLOYER IDENTIFICATION NUMBER.

The name listed on the W-9 should be the same as the person or organization to whom commission checks are to be made payable. Should an individual request commissions be made payable to another party, a separate W-9 will be required for that party.

Woodbridge Interiors is required to report on Form 1099-MISC all commissions paid that total at least \$600 during a calendar year to an individual or other taxable organization. We will be unable to pay your earned commissions until all paperwork has been satisfactorily completed and submitted.

In addition, the 1099-MISC requires Woodbridge Interiors to indicate when a reported individual or entity has directly purchased at least \$5000 of consumer products for the purpose of resale. For example, should you make direct purchases from Woodbridge Interiors on behalf of your client, where your name appears on the Woodbridge Interiors contract and you or your company makes payment for the merchandise, this purchase will qualify as a direct sale that is included in the \$5000 total.

For those who are making direct purchases and requesting an exemption of sales tax, your state's Certificate of Exemption is to be completed as well. The information needed includes name, Tax ID number and address. You are also required to provide the type of business you regularly transact and the reason for an exemption from sales tax (e.g. Government office, non-profit organization or furniture retailer). If applicable, you must provide a resale certificate number. An exemption of sales tax can only be granted to a retailer, provided the retailer is in the business of reselling home furnishings on a regular basis.

We require all documents related to a Woodbridge Interiors contract to agree in name, address, entity type and ID number. Example: if you are purchasing product in your name on behalf of a customer, your name must be listed as the party being sold and shipped to. If claiming an exemption from sales tax, the name on the contract should be the same as on the Certificate of Exemption.

Woodbridge Interiors is obligated to follow rules and procedures as set forth by the Internal Revenue Service, your state and each taxing authority to whom we currently report. Any deviation from the required information could result in delays in completing orders and/or commission due.

If you should have any questions concerning our DESIGNER'S CUT TO THE TRADE PARTNERSHIP PROGRAM or related tax information requests, simply call and we'll be happy to answer any questions you may have.



Woodbridge Interiors offers you beautiful products that help you easily transform your space.

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– TO THE TRADE PARTNERSHIP PROGRAM –

- Commissions paid monthly
- Order status confirmations
- White glove delivery
- Delivery scheduling
- Professional Customer Service
- In-house staff for your personal assistance
- Accessories available for in-home approval

WE MAKE IT EASY FOR YOU!

- We place your orders
- We track order status
- We receive and inspect each item
- We warehouse until order is complete
- We schedule your deliveries
- We handle your customer service issues
- We ship and set up anywhere in the continental USA

