

BOYLES

DISTINCTIVE FURNITURE

(a Hendricks Furniture Group, LLC company)

Welcome to the **PARTNERS IN DESIGN** *Program*

We are excited about our new relationship, and promise to work hard to serve you and your clients. Our goal is to help you enjoy greater efficiency and productivity in your business and, ultimately, to assist you in reaching your professional goals as a designer.

~~~~~ **PARTNERS IN DESIGN** Agreement ~~~~~

Commission to the Designer

Earnings and Rate

As the designer, you will earn **5%** commission on your clients' purchases when you accompany them to the showroom and/or are actively involved in the selection process. Reduced commission of **3%** is earned on clearance merchandise at all showrooms. (However, the Boyles' Clearance Outlets are exempt from this program.) Your active involvement includes coordinating product selection, fabric correlation, floor plan layout, etc. for your client.

Our sales staff will be responsible for pricing and will gladly assist by answering product and shipping questions, writing the sales order, processing payment, and post-sale follow up.

Payment and Deductions

Commissions will be paid to you on a monthly basis. Your commission will be paid the month following successful delivery and final payment. In the rare instance that merchandise is returned after commission has been paid, you are responsible for repaying the commission within 30 days of the product's return. We will deduct the commission repayment directly from earned commissions, if applicable, on the next commission check paid to you.

Commission to the Designer, continued

Annual Reporting - Taxes

If you earn \$600 or more in commissions during a calendar year, those commissions will be reported to you on Form 1099. Please pay particular attention to the manner in which you complete Form W-9 to ensure that your tax information is properly reported to the IRS.

For instance, if you are a sole proprietorship, your name and social security number will be required on form W-9. If you are a partnership, corporation or limited liability company, the business name and federal identification number will be required on form W-9.

Service

We will resolve any defective or damaged merchandise issues. While we cannot promise that a vendor will share the same sense of urgency, we will diligently work to correct the problem until the situation is resolved. We will repair or replace, at our option, any defective merchandise at no charge. Defects caused by abuse or negligence are not covered.

Order Options for the Designer

When placing your order with us, you have two options. We will happily handle your order either way you wish. Under either option, the commission is paid directly to you.

Option 1: The Designer endorses (signs) the sales order and makes all payments. We will communicate all sales order information (order status, delivery scheduling, etc.) directly to you. You will be the only party able to make changes to the order, and you will be responsible for all payments. All orders must be paid in full before the merchandise is delivered.

Option 2: Your client endorses (signs) the sales order. In this case, we will communicate all sales order information directly to your client. Your client will be the only party able to make changes to the order, and will be responsible for all payments. Orders must be paid in full before the merchandise is delivered.

By participating in the **PARTNERS IN DESIGN** program, there is no agency or employment relationship established between our company and you, the designer, and no aspect of this agreement should be construed as such. Our company and the designer agree that the designer remains the sole representative of the client. All remuneration and reimbursements due to the designer from his/her client remain the client's responsibility.

Documents Required

Please complete the following three documents (included in your package of information) and return to us.

1. **PARTNERS IN DESIGN** Agreement, signed and dated.
2. Information Sheet, completed.
3. W-9 Form, completed, signed and dated.

Sample W-9, completed for a sole proprietorship.

The screenshot shows a computer window titled "RVI Image System 7" displaying a completed W-9 form. The form is for "Jane Doe" of "Jazzy Interior Designs", a sole proprietorship located at "1234 5th Street, Anywhere, GA 78747". The TIN is "123-456789" and the social security number is "123-456789". The form is signed by Jane Doe on 9-7-05. The interface includes a menu bar (Image, View, Print, Page, Host), a toolbar, and a status bar at the bottom showing "Page 3 Sec 2 3/4 At 5.3" Ln 15 Col 1". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Out..., Partners In Design te..., APPC1151), and the system clock at 9:08 AM.

Optional Documents

If you are registered with your state to collect and remit sales tax, and you would like for us to honor your resale certificate, please submit the following 2 forms and return with the required documents. *(If you will be paying sales tax on all purchases, please ignore the Certificate of Exemption.)*

1. Certificate of Exemption-Form E595E-completed, signed and dated.
2. A copy of your state-issued sales tax license and/or registration.

Thank you!