

Thank you for your interest in working with Designers Only Showroom. Please fill out and return the following four pages along with a copy of your Retailers Sales Tax Registration Certificate or Resale Sales License -

- Account Application
- Resale Exemption Certificate
- Multi-Jurisdictional Certificate
- Approval Policy

The completed application may be faxed back to Designers Only Showroom at 913.648.8216 or e-mailed to [customerservice@designersonlykc.com](mailto:customerservice@designersonlykc.com).

Please contact us if you have any questions about your application. We look forward to working with you!

Thank you,

Designers Only Showroom Team

[customerservice@designersonlykc.com](mailto:customerservice@designersonlykc.com)

# DESIGNERS ONLY SHOWROOM

# Account Application

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

**BUSINESS CLASSIFICATION (circle):** Independent/Home Based    Design Firm    Architect    Residential w/ Store

**DATE BUSINESS ESTABLISHED:** \_\_\_\_\_

**PROFESSIONAL EXPERIENCE:**

Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

**EDUCATION:**

College: \_\_\_\_\_ Years Attended: \_\_\_\_\_ Degree: \_\_\_\_\_

**BANK REFERENCE (Business Account):** Account #: \_\_\_\_\_

Bank Address: \_\_\_\_\_ Years Established: \_\_\_\_\_

**TRADE REFERENCES (Please list account numbers):**

Brunschwig & Fils: \_\_\_\_\_ Clarence House: \_\_\_\_\_ Duralee: \_\_\_\_\_

Fabricut: \_\_\_\_\_ Kravet Fabrics: \_\_\_\_\_ Osborne & Little: \_\_\_\_\_

Pierre Frey : \_\_\_\_\_ Robert Allen : \_\_\_\_\_ Scalamandré: \_\_\_\_\_

Schumacher & Co.: \_\_\_\_\_ Other Trade References: \_\_\_\_\_

**TERMS: PROFORMA**

All new accounts will be set up as Proforma Account.

Net terms may be reviewed after 6 months based on order and credit history with Designers Only.

**STATE SALES TAX #** \_\_\_\_\_ **EXPIRES:** \_\_\_\_\_ (copy required)

I, the undersigned, certify that all information on this application is true and correct as to every material matter. It is agreed that Designers Only may contact any of the references for the purpose of establishing the account.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**KANSAS DEPARTMENT OF REVENUE  
RESALE EXEMPTION CERTIFICATE**

The undersigned purchaser certifies that the tangible personal property or service purchased from:

Seller: Designers Only, LLC  
Business Name

Address: 5225 W. 75th Street Prairie Village KS 66208  
Street, RR, or P. O. Box City State Zip + 4

will be resold by me in the form of tangible personal property or repair service. I hereby certify that I hold valid Kansas sales tax registration number \_\_\_\_\_, and I am in the business of selling \_\_\_\_\_  
(May attach a copy of registration certificate)

(Description of product(s) sold; food clothing, furniture, etc.)

Description of tangible personal property or services purchased: Accessories, Fabric, Furniture,  
Decorative Hardware, Lighting, Trimmings, and Wallpaper

I understand and agree that if the items purchased with this certificate are used for any purpose other than retention, demonstration, or display while being held for sale in the regular course of business, I am required to report and pay the sales tax, based upon the purchase price of the items.

Purchaser: \_\_\_\_\_  
Name of Kansas Retailer

Address: \_\_\_\_\_  
Street, RR, or P. O. Box City State Zip + 4

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS CERTIFICATE MUST BE COMPLETED IN ITS ENTIRETY.**

**WHO MAY USE THIS CERTIFICATE?** Only those businesses and organizations that are registered to collect Kansas sales tax and provide their Kansas sales tax registration number on this form may use it to purchase inventory without tax. For additional information see Publication KS-1520, *Kansas Exemption Certificates*.

Nonprofit groups or organizations exempt by law from collecting tax on their retail sales of tangible personal property (such as a PTA or a nonprofit youth development organization) should use the exemption certificate issued to it by the Department of Revenue when buying items for resale.

Wholesalers and buyers from other states not registered in Kansas should use the Multi-Jurisdiction Exemption Certificate, Form ST-28M, to purchase their inventory. HOWEVER, if the inventory item purchased by an out-of-state retailer who has sales tax nexus with Kansas is drop shipped to a Kansas location, the out-of-state retailer must provide to the third party vendor a Kansas sales tax registration number, either on this certificate or the Multi-Jurisdiction Exemption Certificate, for the sale to be exempt. If the out-of-state retailer DOES NOT have sales tax nexus with Kansas, it may provide the third party vendor a resale exemption certificate evidencing qualification for a resale exemption, *regardless* of the state in which the retailer is registered for sales tax.

Contractors, subcontractors, or repairmen may not use this certificate to purchase their materials, parts, or tools. Retailer/Contractors should use a Retailer/Contractor Exemption Certificate, Form ST-28W, to purchase their resale inventory.

**WHAT PURCHASES ARE EXEMPT?** Only goods or merchandise intended for resale (inventory) are exempt. Tools, equipment, fixtures, supplies, and other items purchased for business or personal use are TAXABLE since the buyer is the final consumer of the property. The items purchased with this certificate must correspond to the type of business buying them. For example, a retail clothing store may only reasonably purchase items of wearing apparel and accessories with this certificate. All other kinds of items are not usually sold by a clothing store to their customers and, therefore, cannot be purchased with this certificate.

**LABOR SERVICES.** This certificate applies ONLY to items of tangible personal property. A contractor may not use an exemption certificate to purchase the labor services of another contractor or subcontractor. Taxable labor services performed by a contractor can ONLY be purchased without tax with a Project Exemption Certificate issued by the department or its authorized agent.

**RETAINING THIS CERTIFICATE:** Sellers should retain a completed copy of this certificate in their records for at least three years from the date of sale. A seller is relieved of liability for the tax if it obtains a completed exemption certificate from a purchaser with which the seller has a recurring business relationship. A certificate need not be renewed or updated when there is a recurring business relationship between the buyer and seller. A recurring business relationship exists when a period of no more than 12 months elapses between sales transactions.



# DESIGNERS ONLY SHOWROOM

## Approval Policy

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- Furniture and accessories may be checked out for three business days. Anything kept beyond the three business days – without showroom authorization – will be considered sold.
- All items must be paid in full after the three day period. No invoice will be sent. Designer must have credit card or check on file before the items leave the showroom.
- All Floor Samples are sold as is, with flaws and imperfections noted at checkout. Designers Only Showroom is not responsible for damages not noted at time of checkout. The Designer is responsible for any damages that occur during the approval period.
- All floor sales are final. No returns or refunds.
- Books, finish samples, and floor display samples may be checked out for three business days at the discretion of the Showroom staff. Some samples may be subject to a replacement fee if not returned in a timely manner.
- Memo sampling is available free of charge and may be loaned for a two week period, unless otherwise noted. If you need to retain a sample for a longer period of time, please contact the Sample Department staff to make arrangements.

*I have read the Designers Only Showroom Approval Policy and agree to abide by its terms.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_