#160 - 11791 Hammersmith Way
Richmond, B.C. V7A 5C6
Phone: 604.270.7316 | Toll Free: 888.470.2211
Fax: 604.276.8098 | Toll Free Fax: 888.844.7316
Web: www.staub.ca

Business Account Application
(credit card)

Contact / Billing	**Shipping** ☐ same as Billing Address
Corporate name:	Trading name:
President name:	Primary contact:
Bill-To address:	Ship-To address:
City / Province / Postal:	City / Province / Postal:
Phone: Fax:	Phone: Fax:
President email:	Sales / Marketing email:
Purchasing email:	Order / Shipping email:
Accounting email:	Web site:

Operations Information

Business type:	Location type: ☐ Retail ☐ Commercial ☐ Mobile
# of Employees:	# of Locations:

# of Sales Staff: # of Designers / Engineers # of Technicians: # of Mobile Service Vehicles: # of Install Contractors

Environmental Handling Fee: Steward / Registration #: Registered Province:

Products / Services offered by your company (check all that apply):

- ☐ Commercial AV Products
- ☐ Commercial Installation Services
- ☐ Corporate / Education / Government / House of Worship
- ☐ Digital Signage Products & Services
- ☐ IT Products & Services / Networking
- ☐ Automation / Control Systems
- ☐ Commercial or Residential Security
- ☐ CCTV / Surveillance Products & Services
- ☐ Residential AV Products
- ☐ Residential Installation Services
- ☐ Automotive Products
- ☐ Automotive Installation Services

Please indicate your automation platform (check all that apply):

- ☐ URC
- ☐ Elan
- ☐ Control4
- ☐ Other
- ☐ RTI
- ☐ Savant
- ☐ Crestron

List your top 5 selling brands:

1)
2)
3)
4)
5)

Please indicate which products or brands you are interested in purchasing from Staub Electronics?

Do you sell products from a web site? ☐ Yes ☐ No

Please indicate the anticipated approximate annual purchases you will make with Staub Electronics (please only select one item):

- ☐ $1 - $9,999
- ☐ $10,000 - $19,999
- ☐ $20,000 - $29,999
- ☐ $30,000 - $39,999
- ☐ $40,000 - $49,999
- ☐ $50,000+

Opening Order Requirements

Minimum $500 CDN opening order must accompany this application in order to become an authorized Staub Dealer (excluding tax and shipping charges).

Communication Recipients (**Note:** Ensure email is listed in the Contact / Billing section for those selected.)

	Accounting	Purchasing	Sales / Marketing	Order / Shipping	President	Other (incl. email/title below)
Order Confirmation	☐	☐	☐	☐	☐	☐
Order Packing Slip	☐	☐	☐	☐	☐	☐
Invoice Confirmation	☐	☐	☐	☐	☐	☐
Credit Memo	☐	☐	☐	☐	☐	☐
Account Statement	☐	☐	☐	☐	☐	☐
Future Special Offers	☐	☐	☐	☐	☐	☐
Commercial AV Newsletter	☐	☐	☐	☐	☐	☐
Residential AV Newsletter	☐	☐	☐	☐	☐	☐

"Other" email:	"Other" title:

Company Information

Provincial Tax #:	GST #:
Approximate annual revenue:	Year started:
Years at present location:	Ship-To address:
City / Province / Postal:	Credit line requested:

Legal Structure: ☐ Private Corporation ☐ Partnership ☐ Public Corporation ☐ Sole Proprietor

How did you hear about us? ☐ Internet ☐ Staub Sales Rep ☐ Staub Supplier* ☐ Advertising* ☐ Other*

* Please specify:

Directors & Officers

Name	Title	Address	City	Province	Phone
1.					
2.					

Payment Details

I, _____ agree to Staub Electronics Ltd. using the following credit card number to process payment of invoices/orders as indicated below:

Name on card: _____ Credit card #: _____

Billing street #: _____ Unit # (if applicable): _____ Expiry date (MM/YY): _____

Billing street name: _____ CVV: _____

Billing city: _____ Card type: ☐ Visa ☐ Mastercard ☐ American Express

Billing Province: _____ Billing postal: _____

Indicate how you would like your credit card used: ☐ Process all orders placed through my account to credit card on file ☐ Process payment for the following invoice #: _____

Staub Newsletter and Promotional Email Consent

By signing up for the Staub electronic mailing list, you will stay up to date on the latest promotions, product announcements, special offers, technical tips, training events, newsletters, webinars and much more.

We need your express consent to send you all this great information by email.

☐ I consent to start my subscription to the Staub electronic mailing list

☐ Please do not sign me up for the Staub electronic mailing list

Signature & Authorization

I agree not to dispute any charges on the above credit card number, relating to purchase orders placed by my company, that are processed by Staub Electronics Ltd.

Signature: _____ Print Name: _____

Date: _____ Title: _____

Please provide a photocopy of the front your credit card here. Credit card name should match the name provided on the above form.

Please provide a photocopy of the back of your credit card here.

Terms & Conditions of Staub Electronics Ltd.

Opening Order Requirements: In order to become a Staub dealer, your account application must be accompanied by a minimum order of $500 (excluding tax and shipping charges). Failure to do so will result in your account application being denied. Potential Staub Dealers will receive a guest login code to access pricing on www.staub.ca and to facilitate placing an opening order. The guest login code will be valid for 30 days and opening orders are subject to Staub Representative approval. Please submit your purchase order with your account application by email or fax.

Minimum Annual Requirements: A minimum of $6,000 in Staub products must be purchased annually in order to maintain an active Staub Dealer status. If the annual minimum is not met, your account will be deactivated and you must re-apply in order to reinstate your Dealer status, with a minimum opening order of $500. Accounts will be monitored and evaluated every 12 months, on the anniversary of your account approval. Dealers will be notified in writing if they do not meet their annual minimum requirements.

Inactive Accounts: Accounts that have been inactive for a period of 90 days or more will be disabled and will no longer have login access to www.staub.ca. Staub Client Services will need to be contacted in order for your online account to be reactivated. Credit accounts inactive for 12 months or more will be automatically migrated to Credit Card terms. All terms accounts wishing to be reinstated must complete a new account application and will be subject to our $500 minimum opening order policy. (please see above).

Ordering Policy: All orders must have a purchase order number and be placed by fax, phone, email, website, or though your Staub sales representative. To assist our staff in processing your order, please have your quantities, part numbers and descriptions ready when ordering. Fax, email, and website orders can be placed 24 hours a day and will be processed on the first available business day.

Once your original order has been received and processed, any additions to your order will be processed as a new order and will be subject to our prepaid shipping policy.

Orders placed before 5:00pm Pacific Time will be shipped same-day ground via Purolator Courier. For dealers requesting shipping with an alternate carrier, orders must be placed before 2:00pm Pacific Time in order to ship the same-day. Orders requiring expedited shipping must be place before 2:00pm Pacific Time in order to ship same-day. Orders placed after cut-off times will be processed and shipped the following business day.

Will Call: For local customers utilizing our will call service, please place your orders 1 hour prior to pickup to avoid long delays. Walk in orders (those not placing an order ahead of time) will be subject to approximately 1 hour preparation time. Additions to will call orders that have already been processed will require up to an additional 1 hour to process. Will call orders will be held for seven (7) days after which time orders will be cancelled and returned to inventory.

Minimum Order: The minimum invoice amount for any order is $100.00, before freight or taxes. Orders that do not meet the $100.00 minimum are subject to a $20.00 processing fee. Clearance items are exempt from this policy.

Backorders: Backorders with a value greater than $100.00, before taxes, will be shipped prepaid. Backorders under this value will be held until additional orders are combined to exceed our $100.00 minimum order policy. Should there be backordered items under this value, and your request is to have them shipped, freight charges will apply. Request for rush delivery of backorders are subject to our standard freight policy. All backorders will be cancelled after sixty (60) days unless otherwise advised. Backorders are shipped via carrier and service of preference of Staub Electronics Ltd.

Payment Terms: Our standard open account payment terms are Net 30 days from date of invoice, on approved credit. When applying for an open account, please allow 5 business days for application processing.

All returned cheques, without exception, are subject to a $25.00 service charge.

Staub Electronics also accepts Visa, MasterCard and American Express.

Pricing: All pricing is subject to change without notice. Quantity discounts are available on select items, please contact your Staub Electronics sales representative for more information. US dollar currency surcharge may be applied without notice should currency volatility warrant.

Warranty: Manufacturer's warranties will be honored as stated by the manufacturer and where applicable in Canada. A valid Return Authorization Number is required before any goods can be returned. Return Authorization Numbers can be obtained from our Warranty Department. Please ensure returned goods are sent by prepaid freight, the RA# is written on the outside of the box, a copy of the invoice has been included along with a brief description of the problem. Freight collect shipments, or shipments without a visible and valid RA#, will be refused. All returns will be evaluated based upon the manufacturers specific warranty guidelines. Issuance of an RA # by Staub Electronics is not a guarantee of warranty coverage. Merchandise that has been abused (i.e. improperly installed, physically damaged, punctured, and faded due to sunlight) will not be repaired under warranty.

Advance Warranty: We are more than happy to provide customers with product in advance should there be a defective product in question. All advance warranty requests are subject to freight charges. An RA# must to be obtained from our Warranty Department before advance warranty orders will be processed. Advance Warranty orders are subject to product availability.

Shipping: Please visit www.staub.ca/support for the specific details on shipping to your area, including prepaid freight levels. Orders qualifying for prepaid freight will be shipped via a carrier of our preference. All non-prepaid orders will be subject to the carriers posted freight charges. All orders shipped from Staub Electronics are F.O.B. (Freight On Board) our Richmond, BC warehouse.

Lost or Damaged Goods: All shipments are sent via licensed carriers and shipped in good condition. Departure of shipment from Staub's warehouse is deemed as delivery to customer. All risk of loss and damage during transit will be the customer's responsibility. Claim of loss or damage should be made immediately upon receipt to the freight carrier. Payment of invoice may not be withheld due to loss or damage.

Shortage/ Invoice Discrepancy: Claims must be made in writing within seven (7) calendar days of receipt of shipment. Please include copies of invoice/packing slip and shipping receipt. After seven (7) days of receipt of shipment, shortage or invoice discrepancy claims will not be honored.

Please direct all communication to: orders@staub.ca or by mail to Staub Electronics Ltd. #160 – 11791 Hammersmith Way, Richmond BC, V7A 5C6.

Merchandise Returns: All products* can be returned within 60 days of purchase for a full credit. Product* returns after 60 days will be subject to a 20% restocking fee, or a dollar for dollar stock balance, and are subject to approval by Staub Electronics management and your territory sales representative. Stock balance request must be accompanied by a replacement order before an RA# can be issued. No merchandise returns after 180 days.

All returned goods must be factory sealed, in saleable condition, not dated, priced or damaged. Please ensure goods are sent by prepaid freight and the RA# is written on the outside of the box. Freight collect shipments, or shipments without a visible and valid RA#, will be refused.

Issuance of an RA # by Staub Electronics is not a guarantee of a merchandise credit. All goods being returned must adhere to the terms of our merchandise return policy. Goods not adhering to our policy will be refused and returned to the customer.

*excluding opened items, damaged items, booking orders, clearance items, discontinued items and special order items

Special Order Items: Special order items are non-refundable. Items that are not stocked by Staub Electronics Ltd. are available on a "Special Order" basis. "Special Order" items will take approximately 10-15 business days to become available in our inventory. Staub Electronics Ltd. strives to have these items available within 10 – 15 business days but can make no guarantee of this.

Internet Sales Policy: Products purchased from Staub Electronics Ltd. are not to be advertised and sold over the Internet unless approved in writing by Staub Electronics management. Approval is provided on a case-by-case, product-by-product basis, and is at the sole discretion of Staub Electronics Ltd.

All Terms and Conditions are subject to change without notice.

Customer's acknowledgement of terms and conditions:

_____

Company Name

_____

Name

_____

Title

_____

Signature

_____

Date