



# **Drapery Designs**

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**Golden Dynasty Designs LLC**

## **Policies and Procedures**

### **PLACING ORDER**

Orders may be placed by telephone, fax or email.

PHONE: 301-330-4418  
FAX: 301-330-5168  
EMAIL: eDraperyDesigns@gmail.com

### **CREDIT POLICY**

All new accounts will be shipped COD or Pro-Forma if you have not established credit with Drapery Designs.

### **ACCOUNTS**

To pay your bills, please make check payable to Drapery Designs and mail to:

Drapery Designs  
340 Main street  
Gaithersburg, MD 20878

For your convenience, we accept Visa and MasterCard credit cards.

### **BACK ORDER**

There are times when orders for which there appeared to be ample stock cannot be filled. In these cases, every effort is made to telephone the customer as soon as possible.



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## CANCELING ORDER

If an order is cancelled after we have begun work, the client will be charged for the proportion of labor that has already been done.

## SHIPMENT

All orders ship by UPS or FedEx Ground. Shipping and handling charges will be added to each invoice and vary depending on the size of the box.



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## APPLICATION

Please Print Or Type

LEGAL BUSINESS NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

SHIPPING ADDRESS \_\_\_\_\_

CORPORATION ( ) PARTNERSHIP ( ) PROPRIETORSHIP ( ) DATE BUSINESS ESTABLISHED \_\_\_\_\_

PHONE# \_\_\_\_\_ FAX# \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

ACCTS. PAYABLE CONTACT \_\_\_\_\_ TAX EXEMPT (Please attach certificate)# \_\_\_\_\_

OWNER / OFFICERS / PARTNERS \_\_\_\_\_

TYPE OF BUSINESS (INDICATE ONE PRIMARY TYPE)

RETAILER ( ) CHAIN ( ) WORKROOM ( ) JOBBER ( ) DISTRIBUTOR ( ) MANUFACTURER ( )

TRADE REFERENCES (THREE PLEASE)

NAME	ADDRESS	CITY, STATE, ZIP CODE	PHONE

NAME	ADDRESS	CITY, STATE, ZIP CODE	PHONE

NAME	ADDRESS	CITY, STATE, ZIP CODE	PHONE

AGREEMENT: Applicant agrees to the following terms and conditions set by Drapery Designs.

1. Applicant acknowledges and agrees that all purchases of merchandise from Drapery Designs shall be subject to the Terms and Conditions of Sale (as revised and reissued from time to time).
2. Payments of all amounts due, as evidenced by the account, shall be made not later than the due date as indicated on each invoice under the heading "terms".
3. Amounts in default under the terms set forth in each sale invoice as indicated above will be subject to a 15% per month late payment charge, such charge not to exceed the maximum permissible by the law in the state in which the sale is made. Late payment charge will accrue beginning 15 days prior to the first day balance is in default.
4. Applicant agrees to reimburse Drapery Designs for any costs of collection or attorney's fees incurred in order to collect any amounts owed by the applicant to Drapery Designs as permitted by law.
5. Applicant acknowledges that Drapery Designs will make its customary credit investigation and authorized applicant's bank to release information as desired by Drapery Designs.

AGREED BY: (application not valid unless signed) \_\_\_\_\_

TITLE: (OWNER/OFFICER/PARTNER) \_\_\_\_\_ DATE: \_\_\_\_\_



## Drapery Designs

Golden Dynasty Designs, LLC.

### CREDIT CARD AUTHORIZATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Credit Card:      Visa (    )    Discover(    )      Master card (    )

Authorization Code (last 3 digits on back of the card) \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

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

Name on Card (If different than above) \_\_\_\_\_

Amount: \_\_\_\_\_

I hereby authorize Drapery Designs to charge my credit card for the aforementioned amount.

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

(    ) charge my card for this payment only

(    ) charge my card on each of the invoice due dates