

# RESELLER FORM FOR TIPS SALE



ALL INFORMATION MUST BE COMPLETED

TIPS Awarded Vendor: DeskMakers Inc.

Awarded Vendor's TIPS Contract #: 230301

Vendor's Authorized Reseller (Dealer):

Is Reseller listed under "RESELLER" tab of TIPS Vendor's profile on TIPS website:  Yes  No

If not, Vendor will need to add

Your End-User/Customer:

Is the End-User/Customer a registered TIPS Member of TIPS:  Yes  No

If not, they will need to join. See <https://www.tips-usa.com/membership.cfm>

TIPS Member's Purchase Order #:

Dollar amount charged TO TIPS MEMBER (Your End-User/Customer) for purchase: \$

Note: Admin fees are based on the amount invoiced and paid on TIPS sale by TIPS member. Fees are not assessed for shipping cost, required bond cost or any taxes that may be applicable.

## Required Documentation:

Please send the following documentation to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com) merged as one (1) single PDF attachment. NOTE: Incomplete/missing documents will be returned with request to supply ALL required documents.

- Copy of this completed form.
- Copy of the TIPS Member's (End-User/Customer's) Purchase Order or Signed Quote.
- Copy of quote to TIPS Member (End-User/Customer) with TIPS Awarded Vendor's Name and Contract Number referenced.

Printed name of authorized representative providing information:

Signature of Authorized Representative:

Title:

Company:

Date: