



# CHF BC CABINETS & COUNTERTOP PROGRAM ACCOUNT SET UP

CO-OP NAME

BILLING ADDRESS

PHONE

FAX

EMAIL

**SIGNING OFFICERS AUTHORIZATION**      Number of signatures required to approve work orders/estimates \_\_\_\_\_

The Federation is entitled to accept the following co-op authorizations on the cabinet and countertop program work orders/estimates, unless and until such time as it is notified, in writing, of changes.

Please indicate if each person is a designated program contact as described in #3 of the Terms and Conditions. If the designated contact is not listed below please advise CHF BC in writing.

<b>1. NAME (PLEASE PRINT)</b>		DESIGNATED CONTACT	YES / NO
SIGNATURE	PHONE	EMAIL	

<b>2. NAME (PLEASE PRINT)</b>		DESIGNATED CONTACT	YES / NO
SIGNATURE	PHONE	EMAIL	

<b>3. NAME (PLEASE PRINT)</b>		DESIGNATED CONTACT	YES / NO
SIGNATURE	PHONE	EMAIL	

## AUTHORIZED SIGNATORY

NAME (PLEASE PRINT)	TITLE
SIGNATURE	DATE

The Federation and the Co-op agree to the following terms and conditions:

1. Products and services will be supplied to the Co-op, as specified in the signed Work Order/Invoice.
2. The Co-op agrees to pay the Federation the full balance owing immediately upon the completion of installation or delivery:
  - a. For orders \$5,000 and less, the total is due upon completion of work.
  - b. For orders over \$5,000 but less than \$20,000, one half when Supplier places order and remaining half upon completion.
  - c. For orders \$20,000 and over: one third when Supplier places order; one third when installation is 50% completed; one third upon completion of installation.
  - d. The Federation will holdback 10% for deficiencies for thirty days from the Supplier's invoice date
  - e. All accounts are net thirty days
  - f. Overdue accounts will be charged interest at 2% per month on the unpaid balance.
3. The co-op shall designate a program coordinator(s) who will coordinate quotations and installations within the co-op and be the contact person for CHF BC and their supplier.
4. The Co-op shall be responsible to ensure that members pack and unpack personal items as required for preparatory work and installation. For more information, please refer to the **Prepare Your Unit** form, available on CHF BC's website ([www.chf.bc.ca](http://www.chf.bc.ca)) or by calling CHF BC.
5. If furniture and appliance moving services are required, the Co-op shall ensure that members sign damage waivers.
6. Any necessary preparatory work not completed by the Co-op in a timely manner will be completed by the Supplier and billed to the Co-op in accordance with the Service Schedule in force at the time of billing.
7. All materials and labour are subject to applicable taxes.
8. The Federation does not, by providing its services under this Agreement warrant or guarantee the materials, services or workmanship of Supplier.
9. The Co-op agrees that no work will start until an authorized **Work Order/Estimate** is in place.